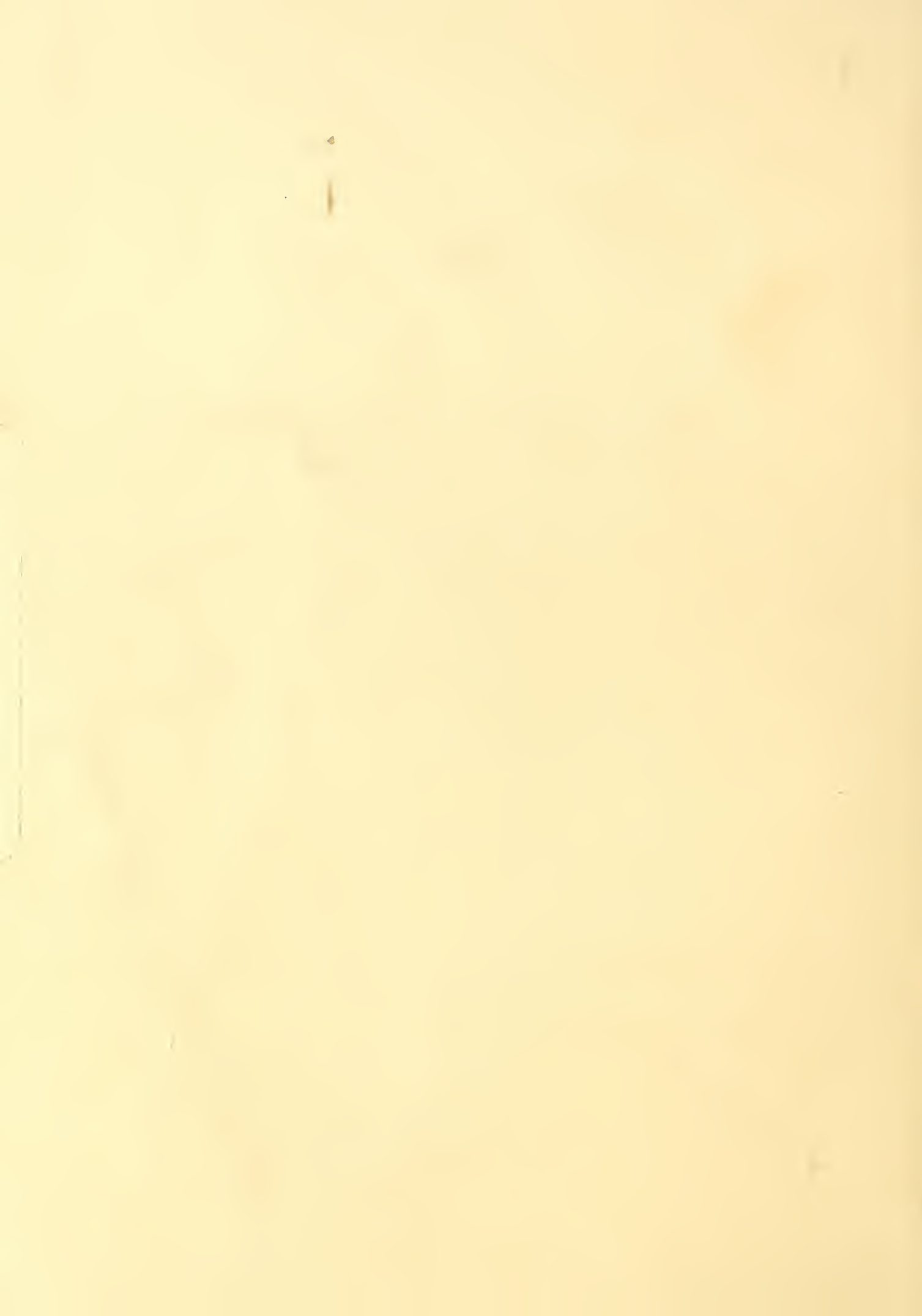


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Employee Newsletter
of the U.S. Department
of Agriculture

'USDA'

Volume 43
Number 1
January 11, 1984

Conservation—Everyone's Responsibility

In a room jammed with reporters, with tape recorders rolling and cameras flashing, Secretary Block unveiled the 1983 Yearbook of Agriculture and announced a major USDA initiative on conserving this Nation's resources.

In the first news conference of its kind at USDA, Secretary Block spoke to both journalists and USDA field employees who were able to listen in on the live press conference by calling a 900 number in Washington, D.C., set up especially for the occasion.

Secretary Block said that by working together, USDA employees and others across the nation "can make December 8, 1983, a day when a renewed commitment was made toward resource conservation in the United States. It is fitting that I am calling upon all USDA agencies—all the people in our Department from coast to

coast—to work together in 1984 to advance resource conservation.

"We need to inform and educate many more people on what and where the resource problems are, and how they can be addressed. We need to enlist more volunteers and other private sector involvement in resource improvement. USDA cannot and should not do the whole job itself."

During the conference, the Secretary also introduced the 1983 Yearbook of Agriculture, entitled "Using Our Natural Resources."

In the foreword, Secretary Block wrote: "Our vast natural resources are a priceless heritage. Using them wisely is everyone's responsibility."

Yearbook editor **Jack Hayes** noted that the 1983 edition "describes the changes that have taken place in the stewardship of these vast resources, where we are today, and what the future holds."

The 612-page yearbook contains 60 chapters, 32 pages of color photographs, more than 185 black and white photographs, and many other illustrations. Chapters were written by people from USDA, land-grant universities, and other organizations and individuals.

Chapter topics include the use of rangeland; livestock predators; super trees; catfish farming; acid rain; outdoor recreation on public lands; and managing soils for the garden and homesite.

Members of Congress receive a limited number of copies of the yearbook for public distribution. Copies are also for sale at \$7.00 from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, and from government bookstores in many cities.

USDA has no copies for sale or distribution.



Included in the 1983 Yearbook of Agriculture, the photos above illustrate the wonders of wildlife such as Canada geese in flight on Maryland's Eastern Shore and the beauty of recreational retreats.

Inside— *Cooperative Extension System Fact Sheet (insert)*
Test Your USDA I.Q. (page 2)
More Questions Employees Often Ask (page 3)

Test Your USDA I.Q.

Following is a quiz to test your knowledge about the development of the U.S. Department of Agriculture and its former Commissioners and Secretaries who were appointed by U.S. Presidents. Answers are on page 4 of this issue.

1. In what year did Congress establish the U.S. Department of Agriculture?
(a) 1851 (b) 1862 (c) 1889 (d) 1902
2. Under which President was USDA established?
(a) Fillmore (b) Lincoln (c) Hayes (d) Cleveland
3. Before USDA was established, which government agency was responsible for helping develop American agriculture?
(a) Patent Office (b) Fish and Wildlife Service (c) Bureau of Land Management (d) Internal Revenue Service
4. Who was the first Commissioner of Agriculture?
(a) Benjamin Franklin (b) Thomas Dodsworth (c) Isaac Newton (d) Henry Ellsworth
5. In what year did USDA achieve cabinet status?
(a) 1862 (b) 1889 (d) 1902 (c) 1906
6. Who was the last Commissioner and first Secretary of Agriculture?
(a) Horace Capron (b) Norman Colman (c) Jeremiah Rusk (d) Julius Morton
7. Including Secretary John Block, how many people have served as Secretary of Agriculture?
(a) 18 (b) 19 (c) 20 (d) 21
8. Who was the only Secretary of Agriculture born outside of the United States?
(a) James Wilson (b) Howard Gore (c) Edwin Meredith (d) Arthur Hyde
9. Both a father and son served as Secretaries of Agriculture. What was their last name?
(a) Rusk (b) Wallace (c) Jardine (d) Brannan
10. Which Secretary of Agriculture resigned to run for the Vice Presidency?
(a) Julius Morton (b) Clinton Anderson (c) Henry Wallace (d) Orville Freeman
11. Which Secretary of Agriculture resigned to become head of a USDA agency?
(a) Henry Wallace (b) Clinton Anderson (c) Arthur Hyde (d) Claude Wickard
12. How many *former* Secretaries of Agriculture are living?
(a) 6 (b) 7 (c) 8 (d) 9

Sharing Inventory

For most, a new year means a fresh start—a time for making personal resolutions.

On the job, it's also a time for taking inventory—cleaning out file drawers and getting desks in order.

Debra K. Long, a food program specialist with the Food and Nutrition Service in Decatur, Ga., suggests that while employees are on a clean-up kick they also take stock of their stock—paper, rubber bands, scotch tape, pens and pencils.

Over a year, Long noted, employees can unintentionally acquire an impressive amount of supplies. She further suggests that the government could save some money if employees “came clean” on the amount of supplies they had squirreled away and pooled the excess. That way, Long said, supply clerks could get a better idea of what types of supplies really needed to be procured and not requisitioning items that are actually plentiful.

Tours for Everyone

The Office of the Sergeant At Arms of the U.S. Senate recently announced that special tours of the U.S. Capitol Building are now available especially for handicapped people.

The tours are provided by the new Special Services Office by appointment for those who are hearing-impaired, visually impaired, both visually and hearing-impaired, mentally handicapped, and wheelchair users.

To schedule a tour for groups of handicapped persons, call Ms. Brenda Velez at (202) 224-4048 (voice), or (202) 224-4040 (TDD); or write to her at Special Services Office, U.S. Capitol Building, Office of the Sergeant At Arms, Room S321, Washington, D.C. 20510. People may also contact their U.S. Senator to request appointments for the special tours.

Cooperative Extension System

Responsibilities

The Cooperative Extension Service, established in 1914, represents the U.S. Department of Agriculture and the land-grant universities and Agricultural Experiment Stations in transferring research findings and technology to both rural and urban populations. As the eyes and ears in the research arena for the public, Extension is a two-way communication with citizens. Through its partnership with land-grant colleges and universities, USDA's Extension Service transfers research-based knowledge and appropriate technologies through its offices in nearly all of the 3,150 counties in the Nation.

Programs

Agricultural Production, Marketing, and Financial Management: Programs include software for farm and ranch marketing problems, and demonstration and encouragement of minimum and reduced tillage techniques to protect farmland from water and soil erosion. Selling livestock electronically involves the Extension-developed Computerized Outlook Information Network (COIN), and other sources.

Family Resource Management and Human Nutrition: County home economists, through sourcebook and electronic technology, deliver financial planning and management information to rural and urban consumers. County Extension agents coordinate food and nutrition programs with appropriate organizations. The Expanded Food Nutrition Education Program (EFNEP) provides food and nutrition information to low-income and minority families.

Forest and Rangeland Management: To encourage effective management of forests, water, fish and wildlife while upgrading the quality of the environment, Extension education programs

transfer research results to owners and managers of forest and rangeland. About 7 million private nonindustrial forest owners control nearly 60 percent of the Nation's commercial forest land, and rangeland occupies 38 percent of the Nation's land area.

4-H/Youth Education and Development: The youth education program of the Cooperative Extension Service, 4-H involves nearly 5 million young people guided by Extension-trained volunteer leaders. The private sector, an Extension partner and vital funding source, contributes to 4-H youth through the National 4-H Council, a nonprofit organization.

Decisionmaking for Local Government and Businesses: Extension programs focus on pooling resources, developing networks, and problem-solving as these groups face reduced services and revenue. In cooperation with other agencies, Extension programs include national policy forums and seminars for officials and transfer of high-technology research in transportation, energy, housing, public works, and business productivity.

Organization

The Extension Service is administered by the Assistant Secretary for Science and Education, who also administers the Agricultural Research Service, the Cooperative State Research Service, and the National Agricultural Library. The Extension Service is a three-way partnership of county government, the State land-grant universities, and the U.S. Department of Agriculture. All three groups share in planning, financing, and operating Extension programs.

Information Contacts

1. Director, Information and Communications
Extension Service
Room 3128 South Building
U.S. Department of Agriculture
Washington, D.C. 20250
Telephone: (202) 447-3029

2. State Cooperative Extension Service offices are located at State land-grant universities.
3. County agent offices are listed in the yellow pages of local telephone directories under local government or county offices, usually as "Cooperative or Agricultural Extension Service." They may also be listed in the white pages as "Agricultural Extension Service."

Topics of Current Interest

Technology Transfer in the Information Age: Extension communications staff nationally and in each State develop and adapt communications technologies for use among USDA, the States, and the media. Electronic mail service exists with all State offices; several States have all counties on DIALCOM or a State network system, and several have the capacity to service teleconferencing among States. The Extension Service cooperates with the USDA video and film unit in producing educational videocassettes for distribution and use by the 50 States and U.S. territories.

Extension in the '80s Report In 1982, Secretary Block and the National Association of State Universities and Land Grant Colleges (NASULGC) appointed a blue ribbon committee—called “Extension in the ‘80s”—to address

the mission, scope, priorities, and policies for the future of the Extension system. Recommendations from the report, released in February 1983, focus on Extension’s mission, priorities, clientele, program flexibility, partnerships’ need for research, interagency linkages, volunteers, private sector, methodologies, evaluation, and funding.

Programs for Volunteers Training programs include those for Master Gardeners, aides working with small and part-time farm operators, and volunteers in EFNEP. In a year’s time, 4-H volunteers contribute about 220 hours each; homemakers, 56 hours each; and other volunteers, 60 hours each—for a total of 183 million hours. Volunteers give over \$1 billion a year (valued at \$6 per hour) to Extension programs, not including travel or other out-of-pocket expenses.

Extension Service Facts

- People are the vital force in planning Extension programs through participation in local, district, and State advisory committees.
- Extension volunteers number nearly 1.5 million. Besides 600,000 in 4-H, 500,000 contribute to homemaker lessons and demonstrations, and distribute educational materials on home financial management, clothing, food and nutrition, and family living programs. Alumni of the 4-H youth program—among them, Secretary Block and his wife Sue—total over 41 million.
- Crucial linkages with USDA and other federal agencies include the residue avoidance program with the Food Safety and Inspection Service; the pesticide applicator training program with the Environmental Protection Agency; the crop insurance education program with the Federal Crop Insurance Corporation; and the forest land management program with the Forest Service.
- Extension serves as USDA’s lead agency in the nationwide Food and Fitness campaign, which integrates the food chain, nutrition, and proper exercise. A promotional educational kit, developed by the Extension Service, introduced the activities, and an essay contest for youth is underway.
- Actively involved in international development, Extension continues to work with other agencies through Participating Agency Service Agreements (PASA’s). Currently, 30 Extension PASA’s operate in 17 countries.

January 1984
U.S. Department of Agriculture

Office of Information
Office of Governmental and Public Affairs



Soon after establishing a Departmental Native American working group, Secretary Block (third from left) met with Navajo Tribal Council Vice Chairman Edward Begay (far right) and other officers of the tribal council—Peter Deswood (second from left) and Andrew Benallie (center). The purpose of the meeting was to outline areas in which the tribe would like Departmental help with agricultural problems. Members of the USDA working group, composed of representatives from seven USDA agencies, include Stuart Jamieson (far left), USDA's Indian affairs coordinator, Office of Intergovernmental Affairs; and Alma R. Esparza (second from right), director, Office of Equal Opportunity.

Telephones 1984— Decisions, Decisions

Employees who are uncertain about whether to buy or to rent a telephone—and what sort of phone to choose—may find help from a free booklet called “How To Buy A Telephone.”

Available from the Consumer Information Center, the booklet lists options on buying or renting phones, how users may save money depending on which type of phone they select and where they live, and the kind of phone they should select for the types of services they want. The booklet also lists the types of questions consumers should ask when making decisions about buying a telephone.

For a free copy of “How To Buy A Telephone” send a postcard to the Consumer Information Center, Dept. 76, Pueblo, Colo. 81009.

Questions Employees Often Ask

Answers are provided by the Office of Personnel.

Q. How long does it take a federal employee to become vested in the civil service retirement program?

A. Five years. An employee must work a minimum of 5 years in a covered position while contributing to the civil service retirement fund to be eligible for civil service retirement benefits.

Q. How is a person's retirement benefit amount calculated?

A. The amount depends primarily upon an employee's length of service and “high-3” average pay. These two items are used in a formula that produces basic annuity. The basic annuity obtained by using the formula may then be reduced or increased for various reasons.

Q. How is an employee's “high-3” average pay figured?

A. The “high-3” average pay is

the highest pay obtainable by averaging the rates of basic pay in effect during any three consecutive years of service, with each rate weighted by the time it was in effect. Following is an example of an average pay computation that covers the 3-year period from July 1, 1977, to June 30, 1980:

Rate in effect from—	Time rate was in effect			Annual rate	Gross pay
	Yr.	Mo.	Dy.		
7-1-77 through 10-11-77	0	3	11	@ \$13,679=	3,838
10-12-77 through 10-9-78	0	11	28	@ 14,358=	14,278
10-10-78 through 10-8-79	0	11	29	@ 14,979=	14,937
10-9-79 through 6-30-80	0	8	22	@ 16,035=	11,670
	3	0	0		\$44,723
“High-3” average pay					\$14,908

Q. Must the “high-3” average

pay be figured over three calendar years?

A. No. The 3-year period used need not start on a January 1. It may start and end on whichever dates will give the 3 years over which the highest average pay can be obtained. Because an employee's pay tends to increase the longer he or she works, the “high-3” average will usually be found during the last 3 years of service; but any other 3-year period may be used if it will produce a higher average pay.

Q. Under what circumstances may an employee become eligible for a disability retirement?

A. An employee participating in the retirement program may become eligible for disability retirement as the result of a disease or injury that renders the employee incapable of useful and efficient service in his or her position or for any other position of the same grade or class. The

(cont'd on page 4)

(cont'd from page 3)

determination of a disability is made by the Office of Personnel Management.

Q. Can a person receive social security and civil service retirement at the same time?

A. Yes. There is no restriction on social security benefits as long as the benefits are based on the employee's own work record.

However, in general, any social security benefits paid on the basis of a *spouse's* work record will be reduced—

—by two-thirds of the amount of a civil service annuity if the person first became eligible for the annuity after June 1983; or

—dollar-for-dollar by the amount of the civil service annuity if annuity eligibility occurred before July 1983 (but after December 1982).

If the person became eligible for the civil service annuity before December 1982 (whether he or she applied for it or not) and met the social security requirements in effect as of January 1977, that individual would get the full amount of both benefits.

Q. Can a person who leaves government before retirement continue his or her health benefits coverage?

A. No. However, employees do have 31 days after the effective date of their resignation to convert their health insurance to a private, nongroup policy.

Q. What are some of the circumstances under which an employee can be docked for pay?

A. An employee may be docked for pay or placed in nonpay status, for example, if he or she is not ready, willing, or able to work. An employee's pay can also be withheld for debts owed to the federal government and for child support or alimony payments.

Q. Can an employee be docked for pay, instead of fired, because of misconduct?

A. Yes. If the misconduct is not so serious as to warrant removal, an employee may be suspended from duty without pay.

Q. Why don't persons enrolled in the Federal Employees Group Life Insurance program receive insurance policy documents?

A. When first hired, each employee receives a copy of SF-2817, "Life Insurance Election," and SF-2817A, a booklet entitled, "FEGLI, Federal Employees' Group Life Insurance: A Description and Certification of Enrollment in the FEGLI Program." These two documents take the place of an insurance policy a private insurance company is required to issue to each policyholder.

Q. How soon can savings bond be cashed or redeemed?

A. Series EE bonds must be held at least 6 months before redemption.

Answers to Test Your USDA I.Q.

1. (b)
2. (b)
3. (a)
4. (c)
5. (b)
6. (b)
7. (d)
8. (a) Scotland
9. (b) Wallace. Henry Cantwell Wallace, Secretary, March 5, 1921, to October 25, 1924, (died in office); and son Henry Agard Wallace, Secretary, March 4, 1933, to September 4, 1940.
10. (c) 33rd Vice President under Franklin D. Roosevelt.
11. (d) resigned June 29, 1945, to head the Rural Electrification Administration.
12. (b) Charles Brannan, Ezra Taft Benson, Orville Freeman, Clifford Hardin, Earl Butz, John Knebel, Robert Bergland.

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Milton Sloane, Editor
Sharon Edwards, Assistant Editor

U.S. Savings Bonds

Semiannual Market-Based Rates

Bonds Purchased	Annual Percentage Rates for Semiannual Periods			Average Rate
	1st	2nd	3rd	
Through April 30, 1983	11.09%	8.64%	9.38%	9.70%
May 1, 1983-Oct. 31, 1983	8.64%	9.38%		9.01%
November 1, 1983-April 30, 1984	9.38%			

These rates apply only to Bonds held five years or longer and to Bonds purchased before November 1, 1982, when they are held to their first interest-accrual date beginning on or after November 1, 1987.

Hurst Has Ways of Making Seeds Talk

Sometime between 8,000 B.C. and 10,000 B.C., we're told, humans learned how to sow and reap.

Before people learned to practice agriculture, though, staying alive meant being nomadic—following herds of wild animals and foraging for edible vegetation growing wild.

But when they learned to grow their own food, they also began settling down and devoting their time to something other than finding food—developing language, art, music, and other pastimes.

From excavated sites of prehistoric villages archaeologists have learned—and are still learning—much about how our early ancestors lived and what kinds of food they ate.

As with other national historical sites, the National Park Service (NPS) recently oversaw the excavation and retrieval of artifacts from an archaeological find near Oldtown, Md., in 1976. Several seed samples preserved in stone were unearthed from the site—known as Moore Village—as well as animal materials and soil, which were bagged for later examination.

USDA scientists play an exciting role in examining artifacts, plant and animal materials, and soils from these excavated sites—or “digs”—in helping determine when and how the inhabitants lived.

Because of their expertise in dating and identifying plant materials,



Using tools of the trade, Dr. Steven Hurst, a seed identification expert with AMS in Beltsville, Md., examines seed samples recovered from the Moore Village site under a binocular microscope (above) and compares them with others pictured in technical reference books (below).

seed identification experts with the Agricultural Marketing Service were asked to conduct tests on the seed samples. Their mission was to identify the type of seeds and the type of strata (soil layer) from which the seeds were removed. Such tests, said AMS specialist **Dr. Steven Hurst**, help determine whether the seeds had been planted or simply had been in their natural habitat.

Dr. Hurst, who does seed research at AMS' seed laboratory in Beltsville, Md., also noted that these identifications help provide descriptions of the vegetation at certain times of the year and of what

(cont'd on page 4)



Inside—

Secretary Discusses Food and Nutrition Programs (page 3)
Federal Wages—How They Got the Way They Are (page 4)

Giving Small Business A Big Boost

More and more, the federal government is looking to the private sector to provide services and materials government needs.

Because of that, Congress in 1978 enacted amendments to the Small Business Act and the Small Business Investment Act that gives small and disadvantaged enterprises an edge in competing for government contracts.

Since 1978, federal agencies have been required to award to small and disadvantaged businesses some portion of their total contracts for procuring services and materials from sources outside government.

In USDA, the Office of Small and Disadvantaged Business Utilization (OSDBU) administers these programs. Preston A. Davis, who has been director of OSDBU since it was established in 1979, says that USDA agencies can be proud of their record for awarding contracts to small and disadvantaged businesses.

For example, Davis noted that in fiscal 1979 USDA contracts to minority-owned firms represented nearly \$40 million of USDA agencies' total procurement activities. In fiscal 1983, USDA contract awards to minority-owned businesses increased to over \$58 million.

"Women-owned businesses, too, have been making notable strides in winning USDA contracts," said Davis. "In fiscal 1983, the Department more than tripled its goal for contracts to women-owned businesses." Over the past 4 years, he noted, awards to women-owned businesses grew from \$5.5 million to over \$36 million—an increase of over 600 percent!

Davis noted that contract awards to small businesses continue to represent the greatest share of USDA awards, totaling over \$1 billion each year since 1979.



Ned A. Greene (third from right), director of the Forest Service's administrative office in Albuquerque, N. Mex., received the Department's fourth Special Achievement Award presented by the Office of Small and Disadvantaged Business Utilization (OSDBU). The award is given annually to the individual or group demonstrating exceptional sensitivity in awarding government contracts to small and disadvantaged business. Greene was cited for his initiative and leadership in exceeding his agency's goal for procuring minority contractors in the southwestern region. Congratulating Greene at the award presentation were (l.-r.) John J. Franke, assistant secretary for administration; Belinda Ward, a program analyst with OSDBU; John B. Crowell, assistant secretary for natural resources and environment; R. Max Peterson, chief, Forest Service; and Preston A. Davis, director, OSDBU.

Highlighting ceremonies across the Nation in honor of the 55th birthday anniversary of Dr. Martin Luther King, Jr., Mrs. Coretta Scott King (center) participated with Congressional representatives, USDA officials, and 200 school children in a tree planting ceremony January 9, 1984, on the East Grounds of the U.S. Capitol. The tree—an American elm—was donated by the Forest Service. Also participating in the tree dedication were Deputy Secretary Richard Lyng (left) and John B. Crowell (right), assistant secretary for natural resources and environment.



A Message from the Secretary

Dear Friends:

Meeting the food needs of low-income Americans is one of my primary responsibilities as Secretary of Agriculture. President Reagan shares this concern and is committed to providing assistance to those in need.

USDA has 10 major food assistance programs which are administered by the Food and Nutrition Service (FNS). The Food Stamp Program is by far the largest and most visible of food programs, spending over \$12 billion in FY 1983. It is the centerpiece of our food assistance efforts and is targeted to serve those in need. In FY 1983 the Food Stamp Program alone provided assistance to 38 million people.

The Department's other food assistance efforts center on improving children's nutritional status; providing special supplemental food and nutrition education to pregnant, postpartum, and breast-feeding women, as well as to infants and young children; and buying surplus foods from U.S. markets and distributing them to schools and various charitable institutions. The surplus foods are also distributed to the needy through food banks and soup kitchens.

In December 1981 President Reagan initiated the special cheese distribution, designed to supplement the food needs of our low-income population. Since then, other commodities have been distributed as well. In 1983 the Department gave more than 780 million pounds of free food—mostly cheese and butter—to needy persons. This food is worth more than one billion dollars. The school lunch program also used commodities to help subsidize the school meals of 23 million students every day. Of this number, more than 10 million lunches are provided every day to low-income students at no cost.

Nutrition education plays a key role in our efforts to encourage better eating habits among Americans, especially the needy. A major initiative in this area is a national food buying education proj-

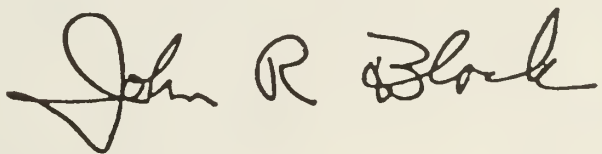
ect called "Making Food Dollars Count," a joint effort of the Food and Nutrition Service, the Human Nutrition Information Service, and the Extension Service. The project sponsored workshops in seven cities to show community workers, nutrition educators, and others how to use new meal plans in counseling food stamp shoppers on how to get more nutritional value for their food dollars. Attendees of the regional workshops hold duplicate workshops at the State and local level.

Another major initiative is the "Food and Fitness" campaign. This endeavor began with the Food and Fitness Fair held on the Mall in Washington, D.C., and with local events in every State across the country last August. The Extension Service is continuing the campaign by working with local groups on activities emphasizing the importance of eating and exercising properly. A 30-minute videotape on the topic of good nutrition and fitness is available in State Extension offices.

USDA also was one of the founders of Healthy Mothers/Healthy Babies, a coalition of more than 60 member organizations. Its objective is to improve maternal and infant health through public education and through usage of current health-care systems.

In these specific ways and many others, the Department is providing essential assistance to Americans in need. I support these and all other efforts to concentrate food assistance on those who need it most and to streamline the delivery systems of the nutrition programs.

Sincerely,



JOHN R. BLOCK
Secretary

PEOPLE

* * *

PEOPLE

Evangeline Elizondo, manager of USDA's Hispanic employment program in the Office of Equal Opportunity, has been elected vice president of the Association of Hispanic Federal Executives. Established in 1980, the associa-

tion is devoted to enhancing the participation of Hispanics in high-level federal executive positions.

A founder of the association, Elizondo will provide counseling to members and assist the AHFE president.

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Milton Sloane, Editor
Sharon Edwards, Assistant Editor

(cont'd from page 1)

crops grew the best during that particular time period.

Frequently, said Dr. Hurst, these identifications not only provide clues to the foods consumed by earlier inhabitants and the type of vegetation growing in the area during the period of possible prehistoric occupation, but also help give more detailed and precise information about the region and its inhabitants.

According to NPS experts, the Monongahela Indians, as well as Shawnee Indians, were known to have occupied sites not far from Moore Village. These cultures, designated as "late prehistoric," say the NPS experts, may have merged to form the group that inhabited the Moore Village area.

Dr. Hurst said that many of the seeds he analyzed were annual grasses and herbs that still prevail in that area today known as Allegany County. He identified some of the grasses as ragweed, pigweed, and foxtail, along with goosefoot and peppergrass.

To extract clues from the seed remains, Dr. Hurst said he relies on several methods. One involves comparing the size, shape, color, and texture of the seeds recovered from Moore Village with those in the Beltsville seed laboratory collection, which contains over 30,000 vials of samples dating back to the 1800's. He noted that each year the lab receives over 4,500 samples for identification or for certification of their purity, germinating abilities, and consistency in variety.

Another method, Dr. Hurst said, involves weighing and examining seed samples under low magnification using a binocular microscope to determine the variety and type of plant, and then comparing them with pictures of seeds in technical reference books.

Most of the 137 fragments comprising the Moore Village collection, Dr. Hurst said, are carbonized pieces of nutshell, including hickory, walnut, and hazelnut.

A plum pit and a corn cob segment were also found along with fragments of wood charcoal and a piece of burned bone.

"The single corn cob suggests local farming—as would be expected, considering the proximity to suitable land," he said. "But additional excavation will be needed before an assessment of its importance to agriculture can be made.

"The samples seem to reflect a mixed foraging and farming sub-

sistence and demonstrate that the site has good potential for more intensive research to discover how the various cultures in this area developed, what their diets were, and possibly the seasonal occupation of the village site."

Studying such fragments of history, Dr. Hurst noted, helps us learn much about our ancient ancestors and the important role agriculture played in the development of the human race.

Thanks to Fran Park Legon

Questions Employees Often Ask

The following answers are provided by the Office of Personnel.

Q. How are federal salaries set?

A. The procedure varies for General Schedule (GS) and Wage Board (WG) employees. Salaries for GS employees are usually adjusted the first pay period after October 1 of each year. The amount of the adjustment is determined by surveys of pay for comparable jobs in private industry. Based on those survey results, the Advisory Committee on Federal Pay—appointed by the President—and the Federal Employees Pay Council—composed of employee union representatives—will each make recommendations on GS pay to the President.

The President will then review the recommendations and make a separate determination. The President may either accept the recommendations and the survey results, or alter the amount of a pay adjustment because of national emergency or economic conditions. In either case, the President's determination is sent to Congress prior to September 1 of each year.

Unless either branch of Congress adopts a resolution disapproving the alternative, the President's plan becomes effective on the first pay period on or after October 1. If the President's plan is rejected,

the official results of the survey will become the pay adjustment for that year.

Q. How are Wage Board employees' salaries set?

A. Wage Board employees are paid under pay schedules established by a designated lead agency for a certain geographical area. At present, there are approximately 150 such geographical wage areas in the United States, Puerto Rico, and the Virgin Islands.

Generally, all wage employees in a particular area are paid under a regular schedule unless a special wage schedule is established for certain jobs. Wage schedules are established by annual surveys conducted by the lead agency and involve a cross-section of industries in the survey area. Once the survey is completed, the results are computed and the schedule is issued with the effective date. All wage employees covered by the schedule are entitled to the increase at the same time.

In certain situations, special pay caps may be imposed by law on wage employees for the same reasons as those used to place caps on General Schedule workers. These caps may limit or postpone any increases determined by the survey process. Any cap of wage increases requires legislation approved by Congress and the President. □

"TAP" Turns on People Power

Ever hear of the federal government initiating a project it did *not* want to head up?

Well, there's one kicking around the country right now called the Touch America Project (TAP). Conceived by the Forest Service, TAP is an educational, "hands-on America" program designed primarily for volunteer youth between the ages of 14 and 17.

TAP doesn't fit the mold of other volunteer programs that exist in the Department, said **Pat Kearney**, the Departmental coordinator for TAP who was recently assigned to the White House. "What makes TAP different," said Kearney, "is that its success hinges not only on the support of volunteers but also on a commitment by business and civic organizations to support the volunteers. It provides a vehicle that all types of private sector groups can plug into without losing their own identities.

"TAP is unique from the standpoint that in this case the government intends only to help with the coordination of the project, stimulate involvement by the private sector—and then turn the whole thing over to the private sector volunteers," Kearney explained. "Once that is accomplished," she said, "government's role will be to provide land improvement projects and technical assistance, and to continue encouraging the private sector to sponsor young volunteers."

"No government money has been allocated for TAP," Kearney emphasized. "That's why a commitment from local businesses and civic organizations to provide transportation, supplies and equipment, meals, and other things the volunteers need is crucial to the success of the project."

Begun in 1983, TAP in its experimental first year of operation attracted volunteers—supported by

(cont'd on page 2)



Illustrating the educational aspect of the Touch America Project (TAP), Bill Leichter (right), James River district ranger on the George Washington National Forest near Covington, Va., explains to a group of Boy Scouts the subtle but important interaction a decaying log has with nearby vegetation and animal life. The scout troop, from Chantilly, Va., performed trail restoration on the National Forest for their role in TAP.

Inside—

Food Safety and Inspection Service Fact Sheet (insert)
Secretary Discusses Conservation Campaign Goals (page 3)
Celebrating Black History Month (page 4)

local businesses and civic groups—who contributed some 40,000 hours of work on National Forests across the country. For example, in Wisconsin, youth offenders worked to clear and level a route for a cross country ski trail in the Chequamegon National Forest, while youths working on the Mark Twain National Forest in Missouri maintained trails, developed environmental education materials for children, and built fences, bird houses, and picnic tables.

"TAP is targeted primarily for 14- to 17-year-olds because that age group is old enough to handle more complex and physically demanding projects," said Kearney. "Plus the projects are designed to provide meaningful work, education, and skills development."

The idea for TAP, she said, sprouted from Secretary Block's request that USDA agencies seek more involvement by the private sector in federally sponsored projects.

Stan Gaylord, head of volunteer programs for the Forest Service in Washington, D.C., noted that TAP involves not only the Forest Service, but also other land-based government agencies such as the Bureau of Land Management and the National Park Service in the U.S. Department of the Interior, as well as the American Forestry Association.

Working together, he said, the agencies developed brochures explaining TAP and made available patches, pins, and certificates acknowledging participants' involvement. The agencies also put together a technical assistance packet that explains how to put a program together and present it to the private sector.

To help volunteers accomplish selected projects—and in keeping with the educational aspect of TAP—specialists in the Forest Service, Soil Conservation Service, and Extension Service provide technical assistance. "The object is to help young people recognize how important people are to the

land and how important the land is to people," said Gaylord.

"Our goal is to give TAP a national identity and to build standards of quality into the program—make it something that people recognize as worthwhile and rewarding," said Gaylord.

Gaylord said that people who want to learn more about the Touch America Project, or to receive the technical assistance packet for TAP, may write to the American Conservation Volunteers, c/o American Forestry Association, 1319 Eighteenth Street, N.W., Washington, D.C. 20036; or call toll-free (800) 368-5748. □

* * * *

PEOPLE

Otis Thompson, president of the Organization of Professional Employees of the Department of Agriculture (OPEDA) recently announced that **John H. Miner**, a retired USDA executive, has been selected as the new executive director of OPEDA.

Miner retired from the Soil Conservation Service after 36 years of service in USDA and has been a member of OPEDA since 1951. He succeeds **Walter John**, who recently retired after 7 years of service to OPEDA as its executive director and as editor of both the organization's monthly newsletter and new journal for members.

Thompson noted that Miner was selected for the position based on his "knowledge of the needs of USDA professionals in both Washington and the field, as well as his ability to provide members of OPEDA with the information and support they need to attain and maintain the level of professionalism for which USDA employees are renown."

USDA employees who want to learn more about OPEDA may write to the new executive director, John Miner, at OPEDA, Room 1414 South Building, U.S. Department of Agriculture, Washington, D.C. 20250; or call (202) 447-4898.

Another Hot Number

Although most people are familiar with the U.S. Department of Agriculture, many don't know which agency to contact about certain questions or complaints.

Mindful of that, the Food Safety and Inspection Service (FSIS) wants all USDA offices to know that a Meat and Poultry Hotline has been established to handle questions or complaints from the public about the safety, wholesomeness, or labeling of meat and poultry products.

FSIS notes that calls about meat and poultry may be handled in one of two ways: (1) the receiving office may refer the caller directly to (202) 472-4485, which is answered by FSIS information specialists; or (2) the receiving office may relay consumers' requests to FSIS by calling FTS 472-4485. Although the former number is not toll-free, a long distance caller will have to stay on the line just long enough to relay his or her telephone number, and FSIS will return the call immediately.

Written requests about meat and poultry may be sent to: FSIS, Meat and Poultry Hotline, Room 1163-S, U.S. Department of Agriculture, Washington, D.C. 20250.



John H. Miner

Food Safety and Inspection Service

Responsibilities

Under the Federal Meat Inspection Act and the Poultry Products Inspection Act, the Food Safety and Inspection Service (FSIS) inspects all meat and poultry shipped in interstate and foreign commerce for human consumption. FSIS also tests meat and poultry products for the presence of violative drugs, chemical residues, and other adulterants. FSIS assures consumers that these products are safe, wholesome, and accurately labeled. In addition, the agency monitors food distribution channels to prevent violations of Federal laws.

Programs

Meat and Poultry Inspection: FSIS oversees a field inspection force of more than 8,000 federal inspectors and veterinarians stationed at over 7,400 meat and poultry slaughtering and processing plants across the country. Livestock and poultry are inspected at slaughter for signs of disease or abnormality. Livestock and poultry are also inspected for wholesomeness and safety during each step of processing, handling, and packing. FSIS coordinates the Contamination Response System to deal with emergencies involving hazardous contaminants and oversees the federal-State cooperative inspection program to ensure that State programs are at least equal to federal standards.

Technical Services: FSIS analyzes the public health implications of industry practices and emerging technology; studies specific areas of processing to identify and prevent potential health hazards and to correct manufacturing practices that could result in adulterated or mislabeled products; and approves plans for proposed facilities, equipment, and sanitation programs of new plants. The agency also coordinates the Total Quality Control Inspection Program—a voluntary program, monitored by FSIS, under which approved plants operate their own quality control system.

FSIS also develops labeling policies for federally inspected meat and poultry products to make sure that labels are accurate. Label reviewers make sure that only approved ingredients are used, and that

products meet standards developed by FSIS for specific items.

Scientific Support: FSIS operates the National Staff Laboratory in Beltsville, Md., and three field laboratories located in Athens, Ga., St. Louis, Mo., and San Francisco, Calif. The laboratories test meat and poultry samples for disease, harmful chemicals, toxins, food poisoning micro-organisms, economic fraud, and insanitary preparation.

FSIS also conducts the National Residue Program to control unsafe levels of drug and chemical residues in meat and poultry products; evaluates additives and compounds approved by the Food and Drug Administration (FDA) for safety and suitability in meat and poultry products; determines the safety of packaging materials and containers; and cooperates on research projects with other USDA agencies, the Food and Drug Administration, the Environmental Protection Agency, the Centers for Disease Control, and State and local health authorities.

International Services: FSIS inspects meat and poultry products for U.S. import, facilitates the export of U.S. products, periodically makes onsite reviews of foreign plants to assure they meet federal standards, and reinspects all imports at ports of entry. FSIS works with foreign inspection officials, U.S. meat and poultry processors, and other government agencies to resolve issues relating to inspection requirements of and restrictions on U.S. products by foreign countries.

Organization

FSIS is administered by the Assistant Secretary for Marketing and Inspection Services, who also administers the Agricultural Marketing Service, Agricultural Cooperative Service, Animal and Plant Health Inspection Service, Federal Grain Inspection Service, Office of Transportation, and the Packers and Stockyards Administration. Established in 1977 as the Food Safety and Quality Service and renamed in 1981, FSIS is headed by an administrator, with overall policy formulated in Washington, D.C. Five regional offices in Philadelphia, Pa., Atlanta, Ga., Dallas, Tex., Des Moines, Iowa, and Alameda, Calif., each include five or six area offices, which include inspection circuits. Circuit supervisors oversee inspectors-in-charge of plants within their circuits.

Information Contacts

1. Director for Information and Legislative Affairs
Food Safety and Inspection Service
U.S. Department of Agriculture
Washington, D.C. 20250
Telephone: (202) 447-7943
2. Regional and area offices are listed in telephone directories under "U.S. Government" or "U.S. Department of Agriculture." Sublistings may include "Food Safety and Inspection Service" or "Meat and Poultry Inspection Operations."

Topics of Current Interest

Strengthening Consumer Confidence: Federal meat and poultry inspection procedures must constantly undergo changes to keep pace with modern technology, and FSIS believes the time has come for an objective, outside assessment of its modernization program. Accordingly, the agency has contracted with the National Research Council to study the effectiveness of existing and proposed inspection procedures.

Other steps in a 5-point program to maintain and strengthen consumer confidence include: more intensive regulation of plants with poor compliance histories; tightened eligibility requirements for plants that want to sell meat and poultry products to the federal government; expanded authority to withdraw inspection from meat and poultry plants not in com-

pliance with federal laws and to shut down operations; improved coordination with the Department of Justice to ensure pursuit of criminal prosecutions and sanctions for food safety offenses.

Tightening Import Controls: In February 1983 FSIS published a final rule implementing requirements that imported meat products be subject to the same species verification and residue standards applied to domestic products. As a consequence, 14 countries were notified that because of deficiencies in their inspection program they will lose eligibility to export meat and poultry products to the United States, and will remain delisted until deficiencies are corrected. To avoid delistment, all countries notified must be in compliance by February 1984.

Food Safety and Inspection Service Facts

During fiscal year 1983, FSIS:

- inspected nearly 122 million head of livestock
- inspected more than 4 1/2 billion birds
- inspected more than 112 billion pounds of processed meat and poultry products
- analyzed more than 212,000 meat and poultry samples
- reviewed 115,430 product label applications, 3,153 blueprints of plants, and 2,371 drawings of plant equipment.

February 1984
U.S. Department of Agriculture

Office of Information
Office of Governmental and Public Affairs

A Message from the Secretary

Dear Friends:

Conserving the Nation's natural resources is everybody's business. That has been recognized but sometimes forgotten since the soil conservation movement began. As we observe the 50th anniversary of the soil and water conservation movement over the next 2 years, let's do what we can to reemphasize conservation's true grassroots nature.

Everyone's help is needed in the battle against soil erosion—a formidable opponent that eats away at our basic resources, saps our strength, cuts our yields, increases our costs, and retards our future. We all need to work together to advance the many other battles in natural resource conservation.

We have several new USDA conservation initiatives calculated to get many more people more deeply involved in conservation as well as to ensure that our farm commodity programs are not at cross-purposes with our conservation objectives. These new initiatives are:

- **Acreage Conservation Reserve**—Some \$20 million of Agricultural Conservation Program funds will be available in 1984 for retiring highly erodible land for 5 to 10 years and planting it to grass or trees.
- **Pilot Program**—In the Palouse region of Oregon, Washington, and Idaho, landowners will be encouraged to keep some acreage in soil-conserving grasses and legumes and will be able to count that acreage as part of their acreage conservation reserve.
- **Targeting**—A cornerstone of the National Conservation Program, targeting USDA assistance to areas of greatest need is being expanded to 45 States in 1984.
- **Resource Conservation Conferences**—In April 1984, USDA will sponsor a roundtable discussion

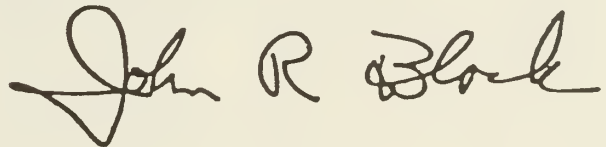
of conservation strategy on the 1985 farm bill. The discussion will take place on Soil Conservation Service chief Peter C. Myers' Missouri farm. In October 1984, USDA will cosponsor a national conference on conservation tillage technology in Nashville, Tenn.

When I announced these initiatives on December 8, 1983, I also asked all USDA employees—many of you were listening by telephone—to make a renewed commitment to resource conservation and to work together to advance resource conservation.

In this 1984 field campaign to demonstrate that "Conservation Is Our Business," all State and local USDA Food and Agriculture Councils (FAC's) will be asked to plan and carry out special efforts. All USDA employees should find ways of enlisting more volunteers and other private sector involvement in resource improvement. At the same time, we should also help private groups and organizations identify and reward outstanding conservation farmers and ranchers. These hands-on stewards of our Nation's natural resources deserve much more recognition.

I am confident that all of you in USDA will respond to the need to become catalysts for solving our Nation's resource conservation problems and for taking advantage of resource conservation opportunities.

Sincerely,



JOHN R. BLOCK
Secretary

Conservation Gets A Licking

Want to help emphasize the importance of soil and water conservation? Give it a good licking.

Just get some 20-cent commemorative stamps marking 50 years of soil and water conservation in the United States. Recently issued by the U.S. Postal Service, the stamps are now available to the public.

Peter C. Myers, chief of the Soil Conservation Service, represented

USDA at a convention of the National Association of Conservation Districts in Denver, Colo., at which **James V. Jellison**, senior assistant postmaster general, formally introduced the commemorative stamp.

The convention was one of several scheduled to be held over the next 2 years by conservation groups to celebrate the 50th anniversary of soil and water conservation in the United States. □

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'USDA' Vol. 43, No. 3,
February 8, 1984
Milton Sloane, Editor
Sharon Edwards, Assistant Editor

Black Americans—In Pursuit of Excellence

During February, USDA—along with the rest of the Nation—will observe Black History Month. It is a time “to increase our awareness of the rich and varied heritage black Americans bring to the American experience, an experience woven into the fabric of this Nation and an enrichment to all our lives,” said Secretary Block in a memorandum encouraging employees to participate in the 58th annual observance of the month.

Activities and exhibits sponsored by the Department and by USDA agencies will focus on a central

theme: “Black Americans in the Pursuit of Excellence.”

In USDA, a major issue of concern is the decreasing participation by black Americans in the Nation’s agricultural industry—particularly farming. Spotlighting that issue, a premier showing of a videotape depicting the plight of black farmers will be shown to employees. The videotape was produced by the Economic Management Staff in Washington, D.C.

Following the showing, discussion will be invited by a panel that will

include two black farmers featured in the videotape and Joseph Brooks, president of the Emergency Land Fund, a private organization that fosters black ownership of farmland. The videotape will be shown to employees on February 27 in USDA’s Jefferson Auditorium in Washington, D.C.

EMS plans to make the videotape, “Blacks in Farming,” available to USDA field offices, which may request it by writing to: George Holmes, Room 2925-S, Economic Management Staff, USDA, Washington, D.C. 20250. □

Who’s and Why’s of Black History Month

The following information was provided by the Association for the Study of Afro-American Life and History, Inc., 1401 Fourteenth Street, N.W., Washington, D.C. 20005.

Why Have Black History Month?

For the most part, contributions by blacks have been left out of the written record about America. Attempts in recent years to correct this neglect point to the need for more fully documenting Afro-American contributions.

By designating Black (or Afro-American) History Month each year, the Association for the Study of Afro-American Life and History (ASALH) hopes to provide all Americans the information needed to evoke creative and empathetic understanding about Afro-Americans.

Who Started the Observance?

In 1926, **Dr. Carter G. Woodson**, a Harvard Ph. D. who founded the ASALH in 1915, initiated Negro History Week. (In Dr. Woodson’s time, the words “afro” and “black” were seldom used.)

Dr. Woodson hoped that the special observance would serve to remind all Americans of their ethnic roots and foster togetherness and mutual respect for heritages among racial and ethnic groups in the United States.

Why in February?

Dr. Woodson was keenly conscious of the importance of symbolism to Americans. He wisely chose a period during the month of February for Negro

History Week—now Black (or Afro-American) History Month—that contains the birthdays of **Frederick Douglass** and **Abraham Lincoln**.

Hence, from the start, the annual observance has been a process involving not only black Americans but also many ethnic groups.

Why An Entire Month?

During America’s bicentennial celebration in 1976, the ASALH expanded the week-long celebration to the entire month of February to provide more time for programs and celebrations devoted to the observance.

The idea was so well received throughout the Nation that a month-long observance has continued since.

Will It Endure?

The ASALH dreams of the day when the contributions of all Americans will be so appreciated, so accepted, so understood that the need for any ethnic group to call attention to its contributions will no longer be needed.

That day has not yet arrived, and until it does, the ASALH will continue to provide information about Afro-Americans in both the United States and abroad.

Reform '88—What Does It Mean To You

This issue of 'USDA', written by the USDA Reform '88 public information committee, is designed to better acquaint employees with proposed governmental reform measures that were introduced by President Reagan in 1982.

The President introduced 15 reforms, which were initiated by the Office of Management and Budget (OMB), and USDA followed those up with 10 more of its own. USDA agencies, too, have identified further reform measures.

The following introduction is provided by Dale Burman, a co-coordinator of USDA's Reform '88 public information committee.

What will it be like working for USDA in, say, the year 1990? Well, it will be different, a lot different with the help of Reform '88.

Six years from now, for example, USDA employees will find it easier to order more efficiently items and supplies they need to do their jobs. USDA Reform '88 off-

icers are looking at a procurement method of placing orders by telephone.

Under a proposed telephone procurement system, employees ordering supplies will no longer fill out forms with the chance of having the forms returned a couple of weeks later for more information.

Instead, an experienced procurement officer will take orders over the telephone and the "customer" will get items delivered sooner.

As part of its Reform '88 effort, the Animal and Plant Health Inspection Service (APHIS) recently went online with a telephone procurement system, which USDA is evaluating for Departmentwide adaptation.

Said Bob Buchanan of APHIS' Minneapolis field office: "People are accepting telephone procurement as a positive change and are excited by it. Those who have learned the system are beginning to train others."

What Reform '88 means to federal

employees is a promise of better backup support in their jobs, not only in procurement but also in personnel, budgeting, and other management services. Reform '88 will help federal workers do their jobs better. Better administrative backup promises employees the chance to get more done with less red tape.

Reform '88 also emphasizes the administration's commitment to career managers to help them gain long-lasting improvement in the way the federal government runs itself.

In 1981, President Reagan began several management improvement efforts. They include the Grace Commission on cost control, the President's Council on Integrity and Efficiency, and other programs designed to improve information processing and cash flow. Reform '88 is an umbrella for and a companion to those earlier moves.

(cont'd on page 2)

Employee Opinions Invited

Dear Fellow USDA Employees:

This is your opportunity to respond to this special issue of 'USDA' and to lend a hand to our Reform '88 effort. Your response is needed to help make Reform '88 work even more effectively.

After receiving your response, the members of the USDA Reform '88 Task Force will be able to evaluate how well we have explained Reform '88 to fellow employees. That will help us do better the next time we report to you on the progress of the reform measures in the Department. After all, this is a team effort.

Thanks for your help toward improving USDA's management efficiency.



JOHN J. FRANKE
Assistant Secretary for Administration

In launching the Reform '88 effort in the fall of 1982, President Reagan said: "We're going to streamline and reorganize the processes that control the money, information, personnel, and property of the federal government...."

From the beginning, Reform '88 emphasized a reliance on federal career service employees, under the assumption that lasting management reform can succeed only with ongoing cooperation from rank-and-file workers.

Last October, in a message to employees about Reform '88 that appeared in **'USDA'**, Secretary Block said: "I urge all of you to join with me in strongly supporting this effort. We owe it to ourselves, to the taxpayers, and to the agricultural community we serve to operate this Department in a good common-sense, business-like manner."

The concept of Reform '88 recognizes that meaningful, deep-rooted reform cannot come over-

night. The "88" in the title refers to the target date for completing the reform measures—1988.

Already, USDA can point to some modest but promising successes. For example, in fiscal 1983, the Department saved \$5.6 million by more carefully controlling the timing of the flow of cash in and out of its accounts.

Further savings came with a review of the Department's workers' compensation accounts with the U.S. Department of Labor. Based on the review, the Labor Department refunded \$3.4 million in overcharges to USDA.

The organization of USDA's Reform '88 program reflects the movement's governmentwide emphasis. The Department and its agencies carry out reforms designated by the President while identifying and accomplishing their own improvements.

Taking a grass-roots approach, assistant secretary for administration **John J. Franke** appointed an ad hoc committee of eight career

managers from USDA staff offices and major agencies to guide the early stages of Reform '88.

This ad hoc committee is reaching out for rank-and-file participation, not only in carrying out reforms but also in pinpointing problems that employees feel need attention. The reader response survey included with this issue of **'USDA'** is part of that outreach to employees.

What can USDA employees do to support Reform '88?

"It will help immensely if employees will come up with new ideas, try them out, and strive to make them work," said assistant secretary Franke. "This is your opportunity to help us manage more effectively. Not a guarantee of results, but a first-class opportunity."

Following is a summary of Reform '88 initiatives—the President's, the Department's, and those of some USDA agencies—provided collectively by members of the USDA Reform '88 public information committee.

Presidential Initiatives

Through Reform '88, the White House has given priority to 15 major project areas in government. They are:

1. *Improve planning.*
2. *Simplify budgeting*
3. *Streamline accounting.*
4. *Manage cash better.*
5. *Improve credit management.*
6. *Implement electronic mail.*
7. *Make better use of computers.*
8. *Streamline payroll and personnel systems.*
9. *Identify waste and fraud by using computers.*
10. *Strengthen systems to protect against mismanagement.*
11. *Reform procurement procedures.*
12. *Manage work and storage space better.*
13. *Reduce travel costs.*

14. Eliminate unnecessary publications.

15. Improve ordering, billing, and making payments.

Why is the federal government concentrating on these particular directions?

Early on, administration leaders were amazed by the amount of time lost by people carrying pieces of paper around Washington. So, they put in place an electronic mail system that links the White House with federal departments.

This has been a welcome improvement, but many other problems remain.

The federal government has, for instance, 19,000 computers, of which most cannot communicate with one another; 332 different, mostly incompatible accounting

systems; and 200 also mostly incompatible payroll/personnel systems.

Trying to pull together governmentwide data from such diverse systems takes months. By the time government leaders get the information they need to make decisions, the information is out of date.

The 15 Reform '88 Presidential initiatives address these and other federal management problems. So far, savings through Reform '88 stand at \$20 billion with a total of nearly \$63 billion expected by 1988.

USDA's contributions to the President's Reform '88 initiatives include \$20 million in reduced travel costs, \$5.6 million in cash management savings, and \$3 million in reduced publications and films. □

(Insert to 'USDA' Employee Newsletter, Vol. 43, Number 5, March 7, 1984)

Employee Response Survey

1. Before seeing this issue of 'USDA', how much did you know about Reform 88?

_____ Had not even heard the name
_____ Had heard the name
_____ Knew the name and a little about it
_____ Knew a lot about it

2. After seeing this issue of 'USDA', how much do you feel you know about Reform '88?

_____ Not much more than knowing the name
_____ What it is and a little about it
_____ A lot about it

3. How helpful would Reform '88 be to you in your work?

_____ Very helpful
_____ Somewhat helpful
_____ Not very helpful

4. In your opinion, which Departmental initiatives (numbered on page 3 of 'USDA') would most improve the management of USDA?

_____ First choice
_____ Second choice
_____ Third choice

5. In your opinion, which of the Presidential initiatives (numbered on page 2 of 'USDA') would most improve the management of the federal government?

_____ First choice
_____ Second choice
_____ Third choice

Background Information

Your agency? Please check:

ACS _____ AMS _____ APHIS _____ ARS _____ ASCS _____ BCA _____ CSRS _____ EAS _____
EMS _____ ERS _____ ES _____ FAS _____ FCIC _____ FGIS _____ FmHA _____ FNS _____
FS _____ FSIS _____ HNIS _____ JO _____ NAL _____ OALJ _____ OBPA _____ OCA _____
OE _____ OEO _____ OFM _____ OGC _____ OGPA _____ OGPS _____ OICD _____ OIG _____
OIRM _____ OO _____ OP _____ ORDP _____ OSDBU _____ OT _____ P&SA _____ REA _____
SCS _____ SEC _____ SRS _____ WAOB _____

(over please)

Background Information (cont'd)

Your geographical location? Please check:

_____ Washington D.C., metropolitan area

_____ Outside Washington, D.C., metropolitan area

Your years of federal service (including military) Please check:

_____ less than 1 year _____ 1 to 5 _____ 6 to 10 _____ 11 to 20

_____ 21 to 30 _____ 31 to 40 _____ over 40

Your grade? (Optional). Please check:

_____ 1 to 5 _____ 6 to 10 _____ 11 to 15 _____ SES

Number of people you supervise? Please check:

_____ None _____ 1 to 10 _____ 11 to 25 _____ 26 to 50

_____ 51 to 100 _____ over 100

In your opinion, how could the management of your agency and of USDA be improved? (If additional space is needed, please attached separate sheets).

NOTE: Because 'USDA' is often shared among several employees in the same office, managers are encouraged to have copies of this form made so that all employees may respond to the survey. The forms may be returned directly to the address below or through agency interoffice mail systems. Thanks for your help.

Please return to: Office of Finance and Management
Room 143-W, Administration Building
U.S. Department of Agriculture
Washington, D.C. 20250

USDA Initiatives

Management reform is not uncommon in USDA. The Department's National Finance Center (NFC) in New Orleans, long recognized for its innovative improvement in processing financial transactions, is looked upon by the Office of Management and Budget as a model for other federal departments and agencies.

When Reform '88 came along, USDA managers took advantage of what to them provided a fresh opportunity for further improvement. They took some reforms they had been wanting to get to, added some new ideas, and came up with 10 Departmental initiatives.

Based on suggestions offered by hundreds of employees in every USDA agency, the Department's 10 basic reforms are:

I. Re-examine Departmentwide automated management systems, such as those for handling payroll, personnel, and property, **to develop simpler and cheaper processing methods.**

Some of the Departmental operations use 20-year-old, paper-in-and-paper-out computer technology. The National Finance Center's 13 million transactions a year include 3 million time and attendance reports. These alone, if

stacked one atop the other, would reach 7 1/2 times the height of the Washington Monument. If NFC's yearly output were divided among USDA employees, each would get about 4,000 pages of data.

After USDA completes Reform I, management will get more useful and accurate information faster than ever. They will "talk" to USDA's computer center, via computer terminal, sending in, say, payroll information for quicker corrections of those occasional inaccurate paychecks.

II. Set up a permanent review board to provide central coordination of automated administrative systems.

III. Estimate, up-front, the cost and burden of administrative regulations and eliminate unnecessary administrative directives and reporting requirements.

IV. Improve administrative delegations of authority for personnel and procurement actions, for example, from the Departmental level to the agencies and from the agencies to lower organizational levels **to give managers the authority they need to minimize costs** while providing quality services.

V. Increase the use of automation technology with greater sharing of

software and successful procedures throughout the Department.

VI. Economize on support services by streamlining administrative structures, consolidating offices, and increasing cooperation among agencies to allow agencies to devote more resources directly to accomplishing their missions.

VII. Evaluate ways of communicating to ensure that USDA takes greater advantage of cost-effective technologies.

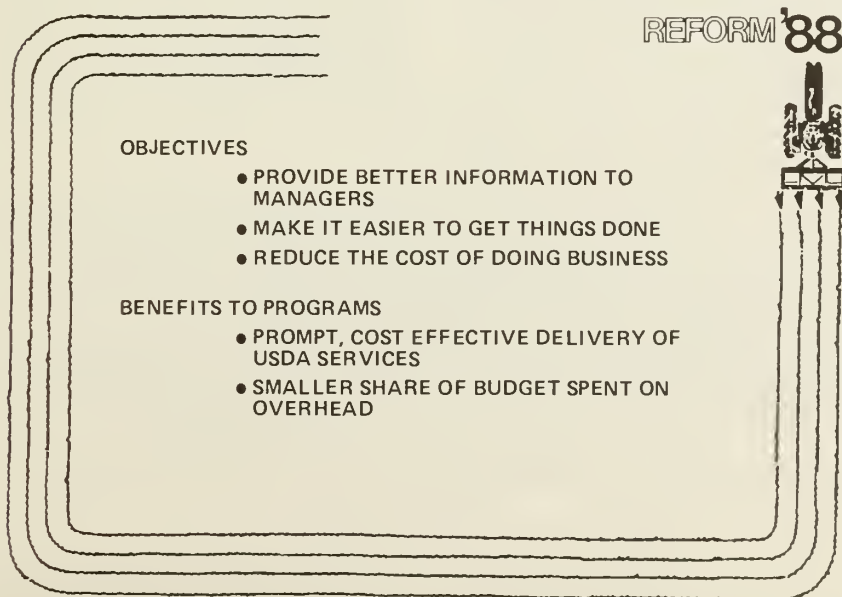
VIII. Reduce the cost and improve the management of services provided USDA by other federal agencies, including mail, work space, communications, unemployment and workers compensation, **by gaining better control over USDA's share of such services.**

Currently, USDA pays other governmental departments around \$250 million a year for services. The Department is not always sure that the bills it gets for these services are accurate. Initial efforts to identify and correct these inaccuracies have been very successful.

IX. Enhance employee morale and productivity by providing adequate training for changing technologies, improving the work environment, and promoting a sense of well-being and commitment among USDA employees.

A Departmental steering committee, established by Secretary Block, is now looking at automation and technology, personnel management, incentives and awards, safety and health, and training and education to gauge and improve their impact on employee morale and productivity.

X. Seek more effective ways to deliver operational support common to all agencies—such as mail distribution, printing and computing, and executive support—**which have traditionally been provided centrally** by staff offices that have dual responsibility for policy and leadership activities. □



Agency Initiatives

Early on, the USDA Reform '88 ad hoc committee recognized that the largest benefits through management reform would come from agencies. And, true to predictions, agencies within the Department are showing initiative, dedication, and enthusiasm in their Reform '88 efforts.

The **Food and Nutrition Service** (FNS), for example, has cut millions of dollars in its program support operation by reducing the reporting burden on the public, curbing travel, and reducing space and publications. The agency has realized annual savings of \$14.9 million.

By implementing "Operation Awareness" in its Food Stamp Program, FNS encourages States to share methods found successful in improving the integrity of the program. FNS has also implemented a new system to tighten the process for redeeming food stamp coupons.

The **Economic Management Staff** (EMS) learned that it could save thousands of dollars in telephone costs by carefully inspecting copies of its FTS (Federal Telecommunications System) telephone bills.

Allan Johnson, director of EMS, said that the agency "discovered that we were being charged for calls to telephone numbers that were not part of EMS, plus we were able to make employees aware of the cost-savings the agency could realize if they were less 'long-winded' over the telephone." Savings in 1983 were over \$300,000.

Along with cutting down telephone bills, USDA agencies are finding ways to use the telephone to avoid the expense of sending people to distant cities to meet with others. The **Animal and Plant Health Inspection Service** (APHIS) uses relatively inexpensive telephone conferences that allow 10, 20, 30 or more people at each end to hear and speak to each other through speaker boxes attached to telephones.

The **Soil Conservation Service** (SCS) has taken telephone conferencing one step further through the use of an "electronic blackboard" that permits participants to communicate visually as well as orally.

"This teleconferencing network currently includes hookup with 24 sites, with plans to include all 56 of our field offices," said **Bob Halstead**, SCS deputy chief for administration in Washington, D.C.

As with telephones, agencies are finding savings through new uses of computers. The **Forest Service** (FS) is instituting FLIPS (Forest Level Information Processing System), a comprehensive automated data communication and processing network.

"With FLIPS," noted **Jerry Miles**, FS deputy chief in Washington, D.C., "we will be able to disseminate timely information to all of our field staff in a matter of seconds."

The Forest Service also is using productivity improvement teams

composed of field personnel to look for better ways to carry out its mission. Teams have completed four studies so far with savings estimated at \$13 million.

The **Agricultural Marketing Service** (AMS) is making effective use of its employees, as well, to find ways to improve programs delivery and to hold down grading fees. AMS cost-saving innovations include:

- Cross-utilizing employees in cooperation with the Federal Grain Inspection Service (FGIS) and the Food Safety and Inspection Service (FSIS) to deliver programs at lower cost.

- Investing seasonal reserve balances in trust fund accounts to earn additional interest, realizing \$79,000 so far in 1984.

- Providing administrative services from central locations as is done by EMS, APHIS, and FSIS.

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March 7, 1984

Milton Sloane, Editor
Sharon Edwards, Assistant Editor

Calling Up Agriculture Day March 20

Secretary Block invites USDA employees—especially those in the field—and school children to call a special telephone number—**1-900-410-FARM**— on March 20, National Agriculture Day.

Between 9:00 a.m. EST and 11:00 p.m. EST, the Secretary will give a message about agriculture by telephone for *adult* listeners every 15 minutes past the hour and every 15 minutes before the hour.

The message for school children will run every hour and one-half hour.

The 10-minute message will cost the caller \$3.65.

Some Extraordinary, Ordinary Folks

You wouldn't necessarily know it to look at them. They don't wear a badge or special uniform. Perhaps one of your neighbors is one, or a coworker. They're ordinary folks with extraordinary skills. In an emergency, they can often mean the difference between life and death.

What these special people possess is certified training in cardiopulmonary resuscitation (CPR) and aid for choking victims. What's more, they're not all in occupations where such training goes with the territory—as with forest rangers and firefighters. More and more USDA office workers are learning life-saving techniques—from specially trained office coworkers.

Neil VanVliet, a management analyst in the Office of Personnel in Washington, D.C., and Robert Leek, a microbiologist with the Agricultural Research Service (ARS) in Beltsville, Md., represent a growing cadre of USDA employees who are volunteer CPR instructors trained by the American Red Cross.



Agricultural Research Service employee Awdry Jones (second from right) accepts a Congressional Certificate of Appreciation from U.S. Congressman Steny H. Hoyer (right) for saving the life of choking victim Bernice Robinson (second from left). Jones learned CPR and aid for choking victims from ARS coworker Robert Leek (far left). For his humane action, Jones also received the Certificate of Merit, the highest award given by the American Red Cross and signed by President Reagan.

Both VanVliet and Leek say they believe everyone should know how to administer CPR. Both approached their supervisors about conducting courses in CPR for coworkers, noting that Departmental

regulations include CPR training as essential to the health and safety of USDA employees and authorize training to be conducted during regular working hours.

(cont'd on page 2)

March Is Nutrition Month

Not all Americans' diets provide recommended amounts of certain vitamins and minerals, such as iron, magnesium, zinc, and vitamins A, C, and folacin.

Americans today consume nearly one-third more fat—mostly in butter, margarine, shortenings, and salad and cooking oils—than they did in the early 1900's.

How you store and prepare many foods can affect their nutritive values. For example, foods containing Vitamin C require more careful handling, as Vitamin C is more delicate than other nutrients such as carbohydrates.

That's a sample of the sort of information USDA's Human Nutrition Information Service (HNIS) compiles in its research to help people understand more about the nutritive values of foods.

Inside this issue is an HNIS fact sheet, which describes what the agency does. The fact sheet also contains a list of selected publications on nutrition that employees and others may wish to order to learn more about the foods they eat.

(cont'd from page 1)

Several USDA agencies, such as the Economic Research Service and the Animal and Plant Health Inspection Service, fully support employee CPR training. The effort has received enthusiastic support from the Organization and Professional Employees of the Department of Agriculture (OPEDA).

"There's a great demand for CPR instruction by employees here in the Department," said VanVliet, a former rescue squad worker and volunteer fireman. Averaging 25 courses a year, he teaches 4-hour courses during the day and 9-hour courses —3 hours for three evenings—for employees who are able to attend after working hours.

VanVliet noted that his daytime courses are devoted to one-rescuer CPR for adults; evenings courses are more involved, consisting of training in both one-rescuer and two-rescuer CPR for adults, as well as CPR for infants

and children. So far, VanVliet has trained nearly 200 coworkers.

Leek, who teaches an 8-hour course each year for coworkers, said that about half of his coworkers at the Animal Parasitology Institute where he works have been trained in CPR.

Many employees participate in the training—despite a belief that they will never really have occasion to use their skills. **Awdry Jones**, a biological lab technician who has taken CPR courses taught by Leek, was one such employee.

However, an event in February 1983 dramatically changed that notion.

As Jones was visiting with some friends one evening at their Maryland home, their sister **Bernice Robinson** was eating dinner in a nearby room. A piece of food became lodged in Robinson's throat and cut off her breathing.

Jones said that when he saw Robinson come into the room

waving her arms, and not speaking, he immediately recognized that she was choking and applied techniques he'd learned from his training. First he tried back blows. When that didn't work, he used abdominal thrusts, popularly known as "the Heimlich maneuver," which dislodged the piece of food choking Robinson.

Robinson said she believes she's alive today because of Jones' quick action.

When Leek learned of the incident, he nominated Jones for the Certificate of Merit, the highest award given to a person who saves or sustains a life by using skills and knowledge learned in a volunteer training program offered by the Red Cross.

Field employees interested in learning CPR may contact their local occupational safety and health coordinator. Employees in the Washington, D.C., area may call USDA medical officer Dr. Oleh Jackyewycz (447-3894).



During a recent CPR training course for employees in the Office of the Inspector General in Washington, D.C., Neil VanVliet (above, far left) demonstrates chest compression on a mannequin for student Ralph Huppert. In right photo above, Huppert (left) practices resuscitation techniques as VanVliet offers step-by-step instructions. In photo at right, VanVliet (front center) and student Larry Froehlich demonstrate how abdominal thrusts aid a choking victim by forcing air from the lungs to dislodge an obstruction in the victim's windpipe.



Human Nutrition Information Service

Responsibilities

The Human Nutrition Information Service (HNIS) conducts research to develop needed information and techniques to improve public understanding of the nutritive value of foods, the nutritional adequacy of food supplies and diets, and the selection and handling of foods.

Programs

Nutrient Data Research: To compile information from government, university, and industry laboratories on the nutrient content of foods in American diets. This information is processed and stored in the national Nutrient Data Bank. Tabulations are available in both machine-readable and published forms.

Food Consumption Research: To conduct nationwide food consumption surveys to obtain information on the quantities and costs of foods used in U.S. households and the amounts of foods eaten by individual household members. The nutritive value of household and individual diets is calculated and the adequacy of diets is assessed. Information on diets is for policy and program uses related to agricultural planning, food assistance intervention, food quality and regulation, and nutrition education.

Food and Diet Research: To use results of food and nutrition research to help solve practical problems. For example, HNIS monitors the nutrient content of the U.S. food supply; studies the effect on diets of factors such as use of convenience foods, eating away from home, and participating in certain food assistance programs; estimates costs for the USDA family food plans; and develops other information to help the public select nutritious and satisfying diets to fit their food budgets.

Nutrition Education Research: To develop materials and techniques for increasing nutrition knowledge and improving food selection. For example, the agency studies ways of providing nutrition information to low-literacy groups, and provides technical assistance to government and nongovernment groups in developing nutrition information.

Organization

HNIS is under the jurisdiction of the Assistant Secretary for Food and Consumer Services, who also administers the Food and Nutrition Service and the Office of Consumer Advisor. HNIS is headed by an administrator, with personnel located in Hyattsville, Md., and in Beltsville, Md.

Information Contacts

Human Nutrition Information Service
U.S. Department of Agriculture
Federal Building
Hyattsville, Md. 20782
Telephone: (301) 436-8617
(301) 436-8474

Topics of Current Interest

Nutrition Monitoring: Starting in 1985, HNIS will begin conducting a Continuing Survey of Intakes of Individuals to track the nutritional quality of diets of the U.S. population and that of sub-populations at nutritional risk. The survey will be conducted to measure the response of American diets to short-term changes in the economy and in food supplies.

Dietary Guidelines for Americans: An advisory committee of nine nutrition experts—both government and nongovernment—is reviewing these guidelines for healthy Americans, published jointly in 1980 by USDA and the U.S. Department of Health and Human Services. The guidelines suggest that people eat a variety of foods, maintain ideal weight; avoid too much fat, cholesterol, sugar, and sodium; and eat adequate amounts of starch and fiber. The committee will make its recommendations about appropriate dietary guidance for healthy Americans later in 1984.

American Red Cross Nutrition Course: Soon, American Red Cross chapters across the country will offer a six-session nutrition course to the public. The course was prepared by the American Red Cross with technical assistance from HNIS staff. Course topics will include the nutritive value of foods; a guide to a nutritious diet; food labeling; food additives; weight control; fad diets; and the role of diet in heart disease, high blood pressure, and cancer.

Thrifty Food Plan: The thrifty food plan is the least costly of four food plans HNIS develops to illustrate foods families on restricted food budgets might use to provide members nutritious diets. The Food and Nutrition Service uses the cost of foods in the thrifty plan to establish benefits in the Food Stamp Program. Menus and recipes for the thrifty food plan were used in the 1983 national campaign "Making Food Dollars Count." A bulletin (HG-240) showing the menus is available from HNIS while supplies last.

Human Nutrition Information Service Publications

The following publications on nutrition are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

- "Nutritive Value of Foods," HG-72, (\$4.50).
- "The Sodium Content of Your Food," HG-233, (\$4.25), contains information about sodium in some foods as well as a table listing the sodium content of selected nonprescription drugs.
- "Composition of Foods: Raw, Processed, Prepared," Agricultural Handbook No. 8, is being updated and released by separate food sections. The ten sections—Dairy and Egg Products; Spices and Herbs; Baby Foods; Fats and Oils; Poultry Products; Soups, Sauces, and Gravies; Sausages and Luncheon Meats; Breakfast Cereals; Fruits and Fruit Juices; and Pork and Pork Products—range in cost from \$6.00 to \$9.50 per copy.
- "Nutrition and Your Health: Dietary Guidelines for Americans," HG-232, (\$2.25 per copy, or \$27.00 per 100 copies); "FOOD: Sections on Food Guides, Breakfast, Snacks," HG-228, (\$6.00); and "Your Money's Worth in Foods," HG-183, (\$3.50), all contain tips on food selection and preparation.
- "Conserving the Nutritive Values in Foods," (\$2.25), provides tips on preparing food for storage and cooking and serving them to conserve nutrients.

The Famous Woodswoman of Knife Lake

Dorothy Molter was described as the "Loneliest Woman in America" in a newspaper article many years ago. But that's not true, she says. There's a difference between being alone, which she is, and being lonely, which she isn't.

Forest Service employees on the Superior National Forest call Dorothy the famous woodswoman of Knife Lake, up along the Minnesota-Ontario border. Among the local people, she is known for her homemade root beer, coffee, and congeniality.

It's a happy arrangement that Dorothy comes to be still living on the land, thanks to the Forest Service and her many other friends.

Dorothy and her father first visited the area in the early 1930's on vacation. Eventually, she came to own Isle of Pines, three islands on Knife Lake, where she has lived for some 50 years.

About 30 years ago, the Forest Service purchased resorts, cabins, and other holdings to form what is now the Boundary Waters Canoe Area Wilderness in northeastern Minnesota. The purchase included Dorothy's Isle of Pines.

When the purchase was made, Dorothy agreed to leave her home in 1975. At the time, she said, 1975 seemed a long way off. But when the year arrived, Forest Service folks felt that because she was so much a part of the area she should be allowed to remain. But, how, if she no longer owned the land?

The solution was simple. The Forest Service proposed that Dorothy become a Forest Service volunteer, which she agreed to do.

As such, she gave visitors to the area information on fires, bears, camping, and first aid. She also answered many questions from those passing by in canoes, in motorboats, or on snowmobiles.

Although working as a volunteer enabled Dorothy to remain living



Above, Dorothy Molter's little cabin on Knife Lake in winter. Below, an older photo showing Dorothy before the cabin in summertime.



on Knife Lake, another problem cropped up earlier this year that was to make her continued residency seem unlikely.

A 1978 act regarding the wilderness area precluded the uses of outboard motors on Knife Lake and of snowmobiles from Moose Lake to Saganaga Lake as of January 1, 1984. Although Dorothy is entitled to administrative use of the motorized vehicles, those who used to help provide for her no longer have the same privilege. Many of her friends wondered what would happen to her, since they would no longer be permitted

to haul in supplies she needed or to cut and haul the ice to her ice house using motorized vehicles.

As it turned out, Dorothy remained where she's lived for most of her life, in her little cabin on Isle of Pines. And she continues to serve as a Forest Service volunteer. It's just that her style of living has been somewhat modified.

The Forest Service is now meeting Dorothy's communications, supply, and transportation needs with the help of local residents and groups.

Radio communications were established between Dorothy and the nearby City of Ely with the addition of a Forest Service radio in her cabin. During nights and weekends, the Ely Police Department maintains the radio so that she can call anytime.

Bert Hyde of the Voyageur Outward Bound School near Ely said that the school could use dog teams to travel to Dorothy's to cut and haul ice to her ice house. Dorothy was a little skeptical about the ability of dogs to do the job, but was willing to try. If the dogs don't work out, the Forest Service will assume the task.

It's a different way of doing things, but Dorothy says she feels she can adjust to the change.

As for Dorothy's friends, they will have to use other travel methods, such as canoeing, to visit her. She accepts it philosophically. "Most will come up and some will find the paddling too hard for them, while others will find it's not so bad."

Dorothy will stay on Knife Lake as long as she chooses. She may leave to visit her family as she often does. If so, she'll make the trip not by snowmobile, but by Forest Service plane, seeing her vast, beloved north country as an eagle does.

Thanks to Paul F. Smith

Three Hundred Miles Worth of Food Donated

Imagine a freight train filled with food that stretches from Washington, D.C., to Cleveland, Ohio. That's how much food—2.5 billion pounds valued at \$2.1 billion—was distributed in fiscal 1983 by USDA for domestic food assistance programs.

According to the Food and Nutrition Service (FNS), the Department in fiscal 1983 nearly doubled its spending on food for the needy over the previous year and expects to distribute the same amount in 1984.

Of the total, about 750 million pounds, or \$1 billion worth of USDA-donated foods, were set aside for needy households and for congregate feeding sites, such as soup kitchens. FNS noted that the 750 million pounds represented a six-fold increase over the previous year. Of that amount, 685 million pounds, valued at \$949 million, were given to households and consisted of processed cheese, bulk Cheddar, nonfat dry milk, honey, rice, cornmeal, and flour.

Through the school lunch program, FNS said,

schools received 1.2 billion pounds of USDA-donated food, valued at \$805 million and representing 22 cents toward the cost of each school lunch. USDA food donations to schools consisted of meat, poultry, fruits and vegetables, cereals and grain products, peanut and oil products, and dairy products. Of the 3.7 billion meals served to 23 million children every day during the last school year, nearly half were served free of charge to children of low-income families.

Under the Temporary Emergency Food Assistance Act of 1983, USDA provided States \$75 million in food—poultry products, pork, beef, fruits and vegetables, and fish products—for congregate feeding. That, in addition to food products such as cheese, butter, nonfat dry milk the States had already been receiving.

FNS said that USDA has also increased the amount of food distributed through its other food programs, including those for the elderly, Indian reservations, other child nutrition programs, and charitable institutions.



USDA activities commemorating Black History Month in February included an invitation to representatives from small and minority-owned businesses to exhibit services they can provide USDA under Federal contract awards to disadvantaged businesses. During a tour of the exhibits in Washington, D.C., Secretary Block (second from left) stopped to talk with Josie Bass (left), vice president of Severo Foods, a nationwide distributor of canned goods. The firm hopes to win a USDA contract for distributing foods for the school lunch program. Accompanying the Secretary on the tour were Preston Davis (center), director of USDA's Office of Small and Disadvantaged Business Utilization; Samuel Cornelius, a special assistant to Secretary Block; and Carolyn Corbett-Haye (right), an equal opportunity specialist with the Food Safety and Inspection Service.



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Milton Sloane, Editor
Sharon Edwards, Assistant Editor

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"Number Four" Is Better Than Ever

by Debbie Massey
Public Affairs Specialist
Food and Nutrition Service

Most people probably wouldn't be surprised to learn that the three largest food services in the United States today are McDonald's, Burger King, and Marriott.

The fourth, however, may be a surprise. According to a private industry survey, it's the National School Lunch Program, conducted by the the Food and Nutrition Service (FNS).

Begun in 1946, the program provides nutritious meals to 23 million children in 90,000 schools every day. It cost over \$3 billion in 1983. FNS also operates nine other feeding programs, including the Food Stamp Program, that cost \$16 billion in 1983.

Under recent administration initiatives to streamline government—including retargeting government

aid programs to serve the neediest citizens—FNS took a critical look at the way it has been operating its feeding programs.

The agency confirmed that its programs do indeed provide food or access to food for millions of needy people. It also found overlap and duplication among programs; fraud, waste, and error; inefficient management of people and money; underutilization of technology; and overemphasis on the Federal role in the FNS/State/local partnership in running the food programs.

These findings prompted FNS to resolve to simultaneously cut costs and improve the management of its programs. Focusing on the problems within the National School Lunch Program—and on the successful efforts to deal with them—the following illustrates the kinds of streamlining activities underway throughout the agency.

The Problems

- In the 1970's, emphasis in the lunch program was on expansion and encouraging participation. New legislation generated new regulations and more paperwork for the States. Efforts to develop a sound financial management system lagged.

- Because the lunch program is an "entitlement" program—meaning that lunches are available to but not necessarily eaten by all children attending a school—that participates in the program—budget planning for States has been difficult. Children from poor families are eligible to receive their meals free or at a reduced price. Since cash reimbursement rates for free and reduced-price meals are much higher than for full-price lunches, each school must meet strict meal counting and recordkeeping requirements

(cont'd on page 4)



Highlighting USDA ceremonies in Washington, D.C., on National Agriculture Day (March 20) was an appearance by Julie Unverfehrt (left) of Okawville, Ill., who was recently crowned the first Miss Agriculture. (The contest was sponsored by Reimund Publications, a publisher of farm periodicals.) An ag communications major at the University of Illinois, Ms. Unverfehrt—who has served for the past year as National Pork Queen—was selected for the



title of Miss Agriculture from among 10 queens of individual farm products. She will be touring the country this year speaking about the importance of agriculture, which she described as "the cornerstone of a strong national and international economy." During a reception for USDA employees and others that evening, "country music star" John Block (right) entertained guests, with help from his wife, Sue.

Consumers Mean Business

That's the slogan for the week of April 23-29, 1984, when USDA will participate in a nationwide promotion of National Consumers Week. The observance, sponsored by the U.S. Office of Consumer Affairs, this year will highlight the importance consumers play in the marketplace as well as their responsibility to make their wants and needs known.

For the benefit of consumers everywhere, the U.S. Office of Consumer Affairs has published a "Consumer's Resource Handbook," which is available free from the Consumer Information Center, Dept. 601M, Pueblo, Colo. 81009.

The handbook contains step-by-step instructions on how consumers should go about resolving questions or complaints they have about products, how to write letters of complaint, and whom to contact for help.

For example, the handbook em-

phasizes that a progressive route of contact for consumers with complaints begins with (1) complaining to the seller. If that doesn't work, they should (2) contact the company; (3) contact an industry dispute program, the Better Business Bureau, or a local or State government office; (4) a trade association or Federal agency; and (5) a small claims court or private lawyer as a last resort.

Along with an alphabetically arranged subject and contact index, the handbook contains extensive listings of corporate consumer contacts, automobile manufacturers corporate contacts, Better Business Bureaus, and other associations consumers may contact regarding questions and complaints.

A separate section of services for handicapped persons includes telephone numbers for hearing- and speech-impaired people who have access to a Telecommunications

Device for the Deaf (TDD or TTY), as well as where seeing-impaired and physically handicapped persons may write for information.

Beginning April 24, USDA will sponsor consumer education activities for the benefit of employees in the Washington, D.C., area. The activities will include agency exhibits featuring consumer topics such as advice from the Rural Electrification Administration on how to buy a telephone. Employees will also be invited to view films, videotapes, and slides, and presentations by **Joseph Cindrich**, USDA coordinator for the Food and Fitness Campaign, on how physical fitness can help reduce stress.

USDA consumer advisor **Ann Chadwick**, USDA coordinator for National Consumers Week, encourages agencies to participate in local activities devoted to National Consumers Week. □

PEOPLE

Samuel J. Cornelius, a special assistant to Secretary Block, recently received the Trailblazer citation sponsored by the Nebraska-Land Foundation and presented by Nebraska Governor Bob Kerrey.

Cornelius was honored during one of several Statehood Day ceremonies observing the 117th birthday of Nebraska's Statehood.

A former director of the Nebraska Technical Assistance Agency, advisor to the Governor of Nebraska, and a director for Statewide economic opportunity efforts, Cornelius, while he lived in Omaha, was active with Boys' Clubs, the Young Men's Christian Association, and in Omaha's riverfront development.

Raymon E. Webb, a research scientist with the Agricultural Research Service in Beltsville,

PEOPLE



Samuel J. Cornelius

Md., recently received the Excellence in Research Award for 1983 from the publishers of *The Grower*, a magazine devoted to fruit and vegetable production.

PEOPLE



Raymon E. Webb

Webb was cited for his contributions to potato research since 1969, including breeding new russets that can adapt to Eastern climates, from Maine to Florida. □

FEGLI Rates Lowered

Beginning in May 1984, most employees and retirees covered under Federal life insurance will begin seeing a little more money in their paychecks.

The Office of Personnel Management (OPM) recently announced that premium rates for Federal Employees Group Life Insurance (FEGLI) Basic coverage will be reduced 8.3 percent beginning with the first pay period on or after May 1, 1984. (For covered retirees, the change in rates will be reflected in the June 1 annuity check.)

OPM noted that the rates were lowered because the mortality rate among federal employees has fallen and because investments of FEGLI funds have been earning more interest.

Basic FEGLI coverage is equal to an employee's salary rounded to the next highest \$1,000, plus \$2,000. For example, for a covered employee earning \$25,500, the amount of Basic coverage equals \$28,000. For that employee, the annual premium savings on Basic coverage will be \$14.56, or 56 cents a pay period.

In most cases, employees who also carry optional insurance will see even greater percentage reductions in those rates—ranging from 8 to 48 percent—depending upon the kind of optional insurance they carry as well as their age.

Under Option A (\$10,000 of additional coverage), premiums will be reduced for all age categories ranging from a low of 8 percent for those under 35 years of age to a high of 29 percent for those in the 40-44 age group.

Under Option B (multiples of salary on which premiums are paid per \$1,000) and Option C (family coverage) enrollees under age 55 will benefit from reduced premiums. Those age 55 and over will continue paying the same premiums currently in effect. □



USDA inspector general John V. Graziano (right) shows Secretary Block (center) where to sign an agreement between the Department and the U.S. Secret Service, directed by John R. Simpson (left). Under the agreement—specifying the agencies' responsibilities for conducting criminal investigations of food stamp program violations—USDA will concentrate its investigations on people who administer or benefit from the food stamp program, such as Federal or State employees of the program, grocers, and food stamp recipients. The Secret Service will focus on those not directly involved in the program, such as food stamp thieves or counterfeiters and persons suspected of trafficking in food stamps. Graziano noted that the agreement "should significantly increase Federal efforts of preventing and detecting fraud in the program."



In another recent signing ceremony, USDA entered into Memorandum of Understanding with the Department of Defense (DOD). The agreement is designed to introduce and promote use of Extension resources—particularly family educational programs within land-grant institutions—among military families. The agreement, Extension noted, resulted from DOD's increased emphasis on assistance to military families, which must frequently relocate and are generally unacquainted with Extension's family assistance programs. Signing the document at the Pentagon are Extension Service administrator Dr. Mary Nell Greenwood (left) and DOD deputy assistant secretary Lt. Gen. Edgar A. Chavarrie.

(cont'd from page 1)

to receive the correct reimbursement for the number of meals they actually serve in each payment category.

Because Congress appropriates program funds before a school year begins—when actual meal counts are unknown—funding is based on expected participation. If actual participation exceeds expectations, FNS must request additional funding from Congress. In the past, with supplemental funding virtually guaranteed, States had to do little budget planning. Limited resources and the emphasis on better management have made it necessary to help States to plan, even within the "entitlement" framework.

- Because State agencies knew they faced 8- to 10-day delays in receiving cash they requested from FNS, they often requested more cash than they needed at a particular time. That, in turn, accelerated the flow of cash from the Federal treasury and increased Federal costs for borrowing.

- States were slow in reporting back to FNS. In some cases states were submitting claims for reimbursement of meals that they had served as long as 5 or 6 years ago.

The Solutions

- To encourage better budget planning, FNS devised a grant award process: Appropriated funds are subdivided into allowances for FNS regional offices, which in turn issue Grant Award Documents to States. The new procedure lets States know in advance how much money they have to work with. The amount is limited to the congressional appropriation.

Supplementing the grant award system is a letter of credit (LOC) that authorizes banks to allow States to draw money from the Federal treasury to pay local schools. The new LOC system, which ties into the Treasury Financial Communications System (TFCS), permits electronic transfer of funds to States within 24 hours, instead of 8 to 10 days, of request.

- To reduce reporting delays by

States, FNS developed an automated system for monitoring submission of States' monthly reports. Regional administrators may now question States' requests for new cash draws if overdue reports are not in. The result: A dramatic drop in the percentage of delayed reporting, from a former 50-60 percent to 10 percent.

FNS helped States to speed their reporting by eliminating a requirement that States document meals service costs to be reimbursed. The formula for reimbursing States now is the number of meals served in each payment category times the respective reimbursement rate.

- Another major program improvement involved establishing a procedure that reconciles annually Federal and State activities related to grant awards, LOC authorizations, meal service earnings, cash already drawn and cash paid out by the State. This data, obtained from various automated systems, let FNS know how much money it still owes the States, as well as whether FNS needs to recover excess funds drawn by the States. From 1980-1983, FNS was able to recover \$64 million in State overdraws.

Access to data produced through the annual reconciliation also permits FNS to question States about funds they had asked FNS to set aside to cover expected expenses. Through this process, FNS recovered another \$32 million it had earmarked to pay bills for which States never submitted actual claims.

Other Improvements

For the school lunch program—as for other Federal entitlement programs—came a demand for targeting benefits to needy children, as well as for insuring that only those children eligible for free and reduced-price lunches receive them.

Legislation eliminated from federally subsidized food programs nonprofit private schools with annual tuition over \$1,500. It also reduced cash and commodity support for school meals served to children who can afford to pay for

their own. No reduction in support of free meals occurred.

To insure that only needy students get free and reduced-price lunches, FNS has been working to develop and improve a system to verify income information on lunch applications.

Too, the agency has eliminated overlap in feeding programs. For example, the Special Milk Program is now limited to schools and institutions without other federally subsidized food programs. FNS has also eliminated low-priority programs, such as the Food Service Equipment Assistance Programs that since 1967 cost more than \$250 million.

Of the agency's approach to improving its programs, administrator **Robert E. Leard** remarked: "FNS is committed to doing more with less. We have proven that we can be more responsible managers of tax dollars and still improve upon a fine tradition of quality food assistance to the Nation's poor. We will continue our determined efforts to carry out this dual responsibility." □



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Milton Sloane, Editor
Sharon Edwards, Assistant Editor

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What the World Needs Is More . . .

Secretaries.

There are nearly 4 million in the United States today comprising one-fifth of the office work force. They are almost exclusively female—less than 1 percent are male—and by all indications their services will continue to be very much in demand, according to the Bureau of Labor Statistics (BLS).

BLS noted that "although many new types of automated office equipment have been introduced in recent years, no adverse impact on employment of secretaries is expected."

In fact, many believe the occupa-

tional outlook for secretaries appears brighter than ever.

According to Professional Secretaries International (PSI)—a non-profit professional association devoted to upgrading standards of secretarial performance through programs of continuing education—demand for professional secretaries continues to exceed the supply. The association further notes that employment of secretaries is expected to increase at a rate greater than the average for all occupations through 1990.

Formerly called the National Secretaries Association, PSI was founded in 1942 and incorporated in Kansas City, Mo. Today, the

April 22-28

Is

Professional

Secretaries

Week

association is composed of nearly 50,000 members in chapters throughout the United States, Puerto Rico, the Virgin Islands, and Canada, and has over 10,000 affiliates throughout the rest of the world.

(cont'd on page 2)



The weather was unobliging when President Mitterrand (right in photo at left) and other French government officials toured Block Farms in Galesburg, Ill., in late March. But, the rain and the mud seemed an appropriate setting for a resident piglet Secretary Block (far left in both photos) showed the French President. After the tour of the Block's grain/hog farm, agricultural leaders from both



countries participated in a roundtable discussion, which was capped by a country barbeque. As the French dignitaries prepared to continue a coast-to-coast state visit, Secretary Block, his wife Sue, and their son Hans (second from right) paused for photos with President Mitterrand before a limousine adorned with the national flags of France and of the United States.

(cont'd from page 1)

Involvement in PSI can span a lifetime, from enrollment as a student in the association's Future Secretaries Association to retirement at Vista Grande, the world's first retirement center for secretaries located in Rio Rancho, N. Mex.

Probably the greatest advantage PSI offers its members is the opportunity to attain a rating as a Certified Professional Secretary (CPS). The rating requires secretaries to first meet certain education and work experience requirements, and then to take a 2-day examination administered annually in May by PSI's Institute for Certifying Secretaries.

The CPS examination covers six subjects: Behavioral science in business; business law; economics and management; accounting; secretarial skills and decisionmaking; and office procedures and administration.

According to **Marjory Hart**, Federal Women's Program manager in the Department, no statistics are available on USDA secretaries who have the certification. "Information about the certification program was made available during Federal Women's Week a few years ago, but secretaries didn't seem to express much interest in it," said Hart.

However, according to **Ellis Jones**, acting chief of the Federal Women's Program in the Office of Personnel Management (OPM),

the certification definitely offers career advantages to Federal secretaries.

Jones noted that as with other credits earned through schools of continuing education, such as the USDA Graduate School, "OPM regards the CPS certification on the same basis as a bachelor's degree. Federal secretaries who have the certification definitely have a competitive edge when applying for higher-paying positions," Ellis said. "They may not see an immediate advantage in it, but the certification does offer them long-term career enhancement."

Since 1952, PSI has sponsored Professional Secretaries Week, observed annually during the last full week of April. The week is designed to promote professionalism among secretaries as well as to focus public attention on the important role of secretaries to office efficiency.

The week has gained recognition within the Federal Government, PSI noted, with Secretary of Commerce **Malcolm Baldrige** proclaiming April 22-28, 1984, Professional Secretaries Week.

USDA's celebration of the week will include a seminar for secretaries on financial fitness on Wednesday, April 25, in Washington, D.C. The seminar is being sponsored by the Office of Personnel. Employees who are interested in attending the seminar should contact **JoAnne Wilson** (447-7195).

Secretaries who would like to learn more about PSI and the requirements for becoming a Certified Professional Secretary may write to: Professional Secretaries International, 2440 Pershing Road, Crown Center G10, Kansas City, Mo. 64108; or telephone (816) 474-5755. □

Salute To Volunteers

Highlighting USDA's observance of National Volunteer Week—May 6-12, 1984—Secretary Block will lead a "Salute to Volunteers" in Washington, D.C.

During a special ceremony on May 9 in the Patio of the Administration Building, the Secretary will present certificates of appreciation to national private sector organizations whose members have volunteered their time and energy to improve this country's agriculture and natural resources.

For the benefit of employees and visitors, USDA will also display throughout the week an exhibit illustrating the types of volunteer projects—suitable for all age groups from pre-teens to senior citizens—available both locally and throughout the Nation.

Secretary Block encourages USDA employees throughout the Nation to participate in local activities devoted to National Volunteer Week.

First, You Gotta Get Their Attention

The Farmers Home Administration may have discovered a simple and effective way to remind borrowers delinquent in repaying their government loans: Send them a mailgram delivered by Western Union.

Under a 6-month pilot program, FmHA has contracted with Western Union to have servicing letters delivered to housing borrowers in 20 counties in Georgia, New York, Illinois, and California.

L. D. Elwell, assistant administrator for FmHA's rural housing, noted that the pilot program "will determine whether FmHA can capitalize on the impact and urgency associated with the Western Union name. If more borrowers respond to these servicing letters, we should see a corresponding reduction in delinquencies."

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April 18, 1984

Milton Sloane, Editor
Sharon Edwards, Assistant Editor

Cooperative State Research Service

Responsibilities

The Cooperative State Research Service (CSRS) is the focal point for the Federal-State agricultural research partnership. CSRS administers USDA research funds appropriated by Congress for the States, focuses the broad programs of agricultural research in the States, and participates in a nationwide system of research planning and coordination.

Programs

National Coordination: As the agency primarily responsible for coordinating cooperative Federal/State research, CSRS has scientists who work with various regional and national groups to set research priorities. CSRS staff also serve on the many technical research committees in the Nation's four regions as well as participate in work groups, task forces, and advisory committees.

Base Research: Through these programs in which Federal funds are allocated according to a prescribed formula, CSRS provides basic funding for agricultural research efforts in all 50 States and many territories. For example, research conducted under the Hatch (Experiment Station) Act provides basic support for operating the State agricultural experiment stations; the McIntire-Stennis Cooperative Forestry Research Act of 1962, provides for forestry research and the development of forestry scientists and resource managers; the Evans-Allen

Program for 1890 Land-Grant Institutions and Tuskegee Institute provides for research at historically black land-grant institutions; and the Animal Health and Disease Research program (P.L. 95-113, Sec. 1443) provides for support of livestock and poultry disease research at colleges of veterinary medicine and eligible State agricultural experiment stations.

Research Grants: CSRS also provides eligible institutions additional funding through grants including those for **Competitive Grants**, which help identify major new thrust areas, including biotechnology; **Special Research**, to be applied toward problems Congress perceives as requiring immediate attention and that allow the States to focus on specific identified issues; and grants to provide **1890 Land-Grant Institutions** with additional research facilities.

Competitive grants are administered by the Office of Grants and Program Systems with funds appropriated by Congress through CSRS.

Organization

CSRS reports to the Assistant Secretary for Science and Education, who is also responsible for the Agricultural Research Service, the Extension Service, the National Agricultural Library, and the Office of Grants and Program Systems. Headed by an administrator, with overall policy formulated in Washington, D.C., CSRS works closely with the Office of Grants and Program Systems, which has mutually supportive goals and responsibilities.

Information Contact

Director, Information and Communications
Room 304-A
Cooperative State Research Service
U.S. Department of Agriculture
Washington, D.C. 20250
Telephone: (202) 447-4423

Topics of Current Interest

Areas of national priority identified from the Federal/State research partnership include:

Electronic Technology: Incorporating computer technology in agricultural production offers significant new management and communications tools.

Biotechnology: Moving the agricultural production system toward this new science, which focuses on manipulating and modifying plants and animals using recombinant DNA and other new technology.

Natural Resources: Devising new technologies, incentives, and production systems to encour-

age increased efficient use and conservation of natural resources.

Food: Maintaining a safe and wholesome food supply; improving production practices and new food storage and preservation techniques; and gaining a thorough understanding of the role of nutrition in human health.

Environment: Understanding the ecological components of the agricultural production system and increasing awareness of social implications in technology development.

Cooperative State Research Service Facts

- Comprising the cooperative Federal/State research system are 52 State agricultural experiment stations; six territorial experiment stations (including the District of Columbia); seventeen 1890 institutions and Tuskegee Institute; 62 schools of forestry; and 26 schools of veterinary medicine.
- Funding for the cooperative research system comes from several different sources: CSRS provides about \$250 million; States provide \$545 million; and the sale of products of research and other miscellaneous income provide \$62 million.
- The cooperative research system supports some 24,000 research projects using 12,500 scientists (7,500 full-time equivalent); 13,000 graduate and post-doctoral researchers and professionals; and 7,000 technical support personnel.
- Public sector research accounted for about one-fourth of the total productivity growth in U.S. agriculture over the past 4 decades.
- Research-related reductions in cost of production are transferred to consumers. Average rates of return to public sector agricultural research investments overall have been 30 to 40 percent annually since the late 1930's.

April 1984
U.S. Department of Agriculture

Office of Information
Office of Governmental and Public Affairs

Ignorance Is No Excuse

With a national election this year, Federal employees may wish to know the kinds of political activities permissible or prohibited under the Hatch Act of 1939. The act affects nearly all employees in the executive branch of the Federal Government, employees of the District of Columbia, and certain employees of State and local governments.

Regulations governing such employees' activities are contained in Title 5 of the U.S. Code, Chapter 73. Primary enforcement responsibilities for the Hatch Act lie with the Office of the Special Counsel (OSP), an independent office within the U.S. Merit Systems Protection Board.

OSP cautions employees who are uncertain about permissible political activities not to rely on the opinions of others when they have questions about specific political

activities. OSP also notes that ignorance of the law—or reliance on incorrect or unofficial information—does not excuse an employee's violation of the Hatch Act, which could lead to dismissal.

Where To Get More Information

To help employees become better acquainted with their responsibilities under the Hatch Act, OSP has made available a booklet entitled, "Political Activity and the Federal Employee;" and a poster entitled, "Know the Rules on Political Activity." Both may be ordered from: Congressional and Public Relations, Office of the Special Counsel, U.S. Merit Systems Protection Board, 1102 Vermont Avenue, N.W., Washington, D.C. 20419.

Employees who have *specific* questions about political activities may

call the Office of the Special Counsel at (202) 653-7143.

Caution from the White House

Although employees may contribute money to political organizations, White House counsel **Fred Fielding** cautions employees against contributing to President Reagan's re-election campaign fund—Reagan-Bush '84.

In a memorandum to agency heads, Fielding cited a 1980 law that makes it a felony for a federal employee to give political contributions to another government official who is his or her "employer or employing authority." Hence, Fielding noted, one could interpret the President as an "employer" of the federal work force, which prohibits employees from contributing to the Reagan-Bush '84 campaign fund. □

Political Do's and Don'ts for Federal Employees

The following are examples of permissible and prohibited political activities for employees covered under the Hatch Act.

Covered employees —

- **May** register and vote as they choose.
- **May** assist in voter registration drives.
- **May** express opinions about candidates and issues.
- **May** participate in campaigns where none of the candidates represents a political party.
- **May** contribute money to political organizations or attend political fund raising functions.
- **May** wear or display political badges, buttons, or stickers.
- **May** attend political rallies and meetings.
- **May** join political clubs or parties.
- **May** sign nominating petitions.
- **May** campaign for or against referendum questions, constitutional amendments, municipal ordinances.
- **May not** be candidates for public office in partisan elections.*
- **May not** campaign for or against a candidate or slate of candidates in partisan elections.
- **May not** make campaign speeches or engage in other campaign activities to elect partisan candidates.
- **May not** collect contributions or sell tickets to political fund raising functions.
- **May not** distribute campaign material in partisan elections.
- **May not** organize or manage political rallies or meetings.
- **May not** hold office in political clubs or parties.
- **May not** circulate nominating petitions.
- **May not** work to register voters for one party only.

**An election is partisan if any candidate for an elected public office is running as a representative of a political party whose presidential candidate received electoral votes in the last presidential election.*

Farmers Home Folks Get Lots of Praise

Roei M. Godsay, Virginia State director for the Farmers Home Administration, recently received the Distinguished Service Award from the Virginia Farm Bureau Federation. Godsey was recognized for his service to Virginia agriculture during his career spanning 33 years.

As State director, Godsey manages a portfolio of \$2.5 billion in loans to Virginia farmers, rural homeowners, community projects, and business and industries. FmHA noted that since assuming the position in 1981, Godsey has consistently reduced delinquency rates on loan repayments.

Douglas Baxter, an FmHA engineer in Washington State, recently learned that Mayor Cyrus G. Forry of Goldendale, Wash., wrote President Reagan commending Baxter's work on the town's waste water treatment plant.

Said Mayor Forry in the letter: "Baxter's suggestions and requirements for the plant effected the savings of millions of dollars of construction costs and future operations and maintenance costs for the City of Goldendale. The tremendous savings also affected the costs to the Environmental Protection Agency and the State of Washington's Department of Ecology.

"Baxter fearlessly opposed some engineers' proposals in the face of much defensiveness on their part. His right judgments and conclusions will serve this area for many years to come."

Mary Ann Hoff, a personnel assistant for FmHA in Casper, Wyo., was named Civil Servant of the Year by the Federal Executive Council of Casper for contributions to the community and to FmHA.

FmHA Wyoming State director **Michael Ormsby** noted that Hoff has distinguished herself not only for her superior work record with

FmHA but also for community involvement through the Casper Mountain Ski Patrol, American Red Cross, Big Sisters Association, Casper Federal Women's Program, United Way, Special Olympics, American Society for Personnel Administration, and as an instructor in advanced first aid and emergency care.

Said Ormsby: "Mary Ann Hoff is a proven asset to FmHA and an outstanding example of a dedicated Federal employee."

In the case of **James W. McMillion**, FmHA district director in Parkersburg, W. Va., the most gratifying praise came from those he supervises.

Six county supervisors recently wrote to FmHA State director **John Musgrave** praising McMillion for his efforts and assistance to them over the past year.

The letter, in part, read: "Jim McMillion is recognized by the people in his district as our team leader and not just our boss.

"Recognizing that Farmers Home has to be managed by all employees, McMillion involves all of us in district planning. Training in his district has increased 200 percent, supervisory visits are frequent and helpful, motivation is done without threats or criticism, and personnel actions are recommended in a timely manner.

"The district has responded to his leadership. We have an excellent record in meeting some key goals this year. It is a pleasure to be part of Jim's team. We take pride in our accomplishments and plan to do better in years to come."

The letter was signed by **Terry L. Weese, William Gellner, Nelson Jennings, Ney Williamson, Terry Evans, and Don McNutt.** □



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Happy Birthday, Smokey!

He's approaching middle age now, but his appearance belies his 40 years. A character of considerable influence and doubtless the best loved in the Department of Agriculture, he is **Smokey Bear**.

Smokey's face and his public service message—"Remember, Only You Can Prevent Forest Fires"—are among the best-known in the country. In a recent study, 95 percent of the people surveyed could finish the sentence beginning "Remember, Only You...." In the same study, 98 percent could identify Smokey Bear by his picture.

Animal Appeal

The creation of Smokey was inspired by the popularity of another animal character—a young deer named Bambi of Walt Disney movie fame—that was used by the volunteer Wartime Advertising Council in a 1944 campaign promoting forest fire prevention.

Building on the success of Bambi's appeal, the Forest Service decided to choose another animal figure to represent its campaign promoting forest fire prevention, and enlisted the aid of the advertising council.

Smokey's "Genetic Code"

Conceptualizing the animal's physical appearance, director of the Forest Service's Wartime Forest Fire Prevention Program, **Richard Hammett**, described it as "a bear with a nose short (Panda type); color black or brown; expression appealing, knowledgable, quizzical; perhaps wearing a campaign (or Boy Scout) hat that typifies the outdoors and the woods."

Applying Hammett's description at the drawing board, nationally known artist **Albert Staehle** added jeans to the bear and showed the bear pouring water on a campfire. The bear was named after "Smokey Joe" Martin, assistant chief of the New York City Fire Department from 1919 to 1930.



Smokey's Public Debut

Smokey Bear made his public debut on posters and car cards in 1945. Magazines, newspapers, and radio stations donated space and time to Smokey's message.

Not long after, the Forest Service noted a marked decrease in forest fires in the United States.

Refining Smokey's Features

The Smokey recognized today differs somewhat from the original bear.

According to the Forest Service, the best-known Smokey Bear artist is **Rudy Wendelin**, who in 1946 left the Navy and returned to the Forest Service where he worked closely with the Wartime Advertising Council on Smokey Bear posters. Wendelin retired in 1973, but continues to paint Smokey and act as a Smokey Bear program consultant. (cont'd on page 4)

245 Forest Service Wins Top Energy Awards

The Forest Service in 1983 brought home two of the Nation's top energy efficiency awards.

Leon Cambre, supervisor on the Mark Twain National Forest in Missouri, was one of 20 recipients of the Federal Energy Efficiency Award given by the Federal Interagency Energy Policy Committee.

Established in 1981, the awards are presented annually to those who have achieved notable progress toward Federal energy reduction goals or who have developed and tested innovative energy saving techniques having favorable impact upon Federal agencies, State and local governments, or the private sector.

Cambre was cited for achieving a 42 percent automotive fuel reduction over the national forest's FY 1979 usage. The reduction was accomplished by reducing fleet size and by using more energy efficient vehicles. Reorganizing the work force and using flexible schedules also contributed to more efficient use of fuel as well as all other resources.

Edward A. Hansen, project leader at the Forestry Sciences Laboratory in Rhineland, Wis., was one of three winners of the Technical Achievement Award given by the U.S. Department of Energy. The award recognizes excellence in biomass and energy research. Winners were selected from a nationwide group of researchers funded by DOE's Biomass Energy Technology Development, which supports innovative biomass energy ideas.

Hansen was cited for directing innovative research on intensive "farming" of hybrid poplar (a type of aspen) for fiber and fuel. By experimenting with irrigation, fertilization, tree spacing, weed control, and pest protection, researchers are learning how to grow large quantities of wood in a relatively short time.



As part of an ongoing assessment of U.S. agricultural research capability, Presidential science advisor George A. Keyworth II (seated) and Gordon Wallace (far right), senior policy advisor, Office of Science and Technology, recently met with Agricultural Research Service administrators and scientists who are studying a number of plant-and-animal related questions at the forefront of agricultural technology. The visit included a tour, conducted by assistant secretary for science and education Orville G. Bentley (center), of the Beltsville Agricultural Research Center in Maryland. Above, Keyworth examines a device used to inject genetic material (chromosomes) from one plant into cells of another plant.



Members of the 1984 Honor Awards committee met with Secretary Block (third from right) recently before reviewing nominations for this year's USDA Honor Awards, which will be presented June 12 in Washington, D.C. Members of the selection committee are (l.-r.): Dale E. Wolf, group vice president—Agricultural Chemicals, Du Pont Company, Wilmington, Del.; Alma R. Esparza, director, Office of Equal Opportunity; Milton M. Hartman, farmer, Mounds, Ill.; Peggy S. McLaughlin, associate vice president for academic affairs, California State Polytechnic University, Pomona, Calif.; Lane Palmer, editor, Farm Journal, Philadelphia, Pa.; Lee R. Kolmer, dean, College of Agriculture, Iowa State University, Ames, Iowa; and Leroy Tombs, president, Tombs and Sons, Inc., Bonner Springs, Kans.

"Hybrid poplars can grow to firewood size in fewer than 8 years," said Hansen. "In 1 year, 1 acre of poplar produces wood energy equal to 43 barrels of oil." What's

more, he added, poplar is a *renewable* energy source. "Two to four acres of poplar can produce enough wood to heat an average-size home indefinitely," he said. □

A Message from the Secretary

Dear Friends:

In this fourth year of my tenure as Secretary of Agriculture, I would like to express my sincere appreciation for the support that you have given me. It has made my job much easier. We have faced some very difficult issues and together we have resolved them successfully. We can all be proud in the accomplishments as we have watched agriculture turn the corner toward a more prosperous future.

However, rather than dwell on the past 3 years, I would like to look to the challenges that must be met this year and beyond.

The key challenge in 1984—and one that has long-range implications—will be to fashion a 1985 farm bill with a vision for the future. In formulating that bill, we must ask ourselves some tough questions. The first question must be: What is the role of government in agriculture?

I believe that government's role is to create a climate in which the agricultural industry can contribute the most by providing a bountiful supply of food and fiber for our domestic needs; by producing enough so that we can export and earn a favorable foreign exchange; and by maintaining itself as a reliable supplier to serve as an effective instrument for peace in the international arena.

A thriving agricultural economy will mean jobs for our people. A strong agricultural industry will mean power for America.

I have stated many times that this is truly a watershed period for American agriculture. The direction we choose in the next few years will largely determine the nature and scope of our food and agriculture system for decades to come. Now is the time for us to develop responsible long-term policy. We must take a fresh, clean look without preconceived judgements if we are to write policy

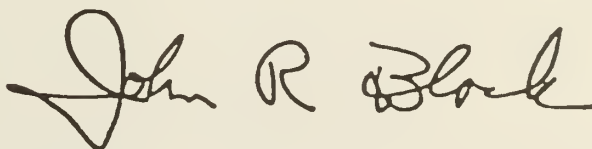
that will enable American agriculture to serve this country to its maximum potential.

On January 5, President Reagan announced that he was charging the Cabinet Council on Food and Agriculture, which I chair, to conduct a comprehensive review and assessment of current food and agriculture programs. The purpose is to better prepare the administration to participate in the debate on the future of Federal farm programs and policies. The President emphasized that we would be seeking information and ideas from people inside and outside of government during this comprehensive review and assessment.

To carry out the President's directive, the Cabinet Council on Food and Agriculture has established a Working Group on Future Food and Agriculture Policy. Chaired by Deputy Secretary Richard E. Lyng, the working group has a threefold mandate: To initiate a dialogue on the future course of food and agriculture policy; to review and assess current food and farm programs; and to prepare a list of options for 1985 for consideration by the Cabinet Council on Food and Agriculture.

The Department of Agriculture will be listening to and learning from the people of this Nation who will be most affected by the future course of food and agriculture policy. In formulating new ideas and new directions in the development of future agriculture policy, I will need the help of all USDA employees. I look forward to your continued support in the exciting months that lie ahead.

Sincerely,



JOHN R. BLOCK
Secretary

¿ Habla Espanol?

The Department's Hispanic information officer in the Office of Governmental and Public Affairs, **Phil Villa-Lobos** regularly tapes USDA radio features for broadcasters serving Spanish-speaking audiences.

To improve the service, Villa-Lobos invites Spanish-speaking

employees in field offices who can serve as spokespersons about USDA program activities affecting their areas to participate in the radio interviews for Hispanic audiences. The interviews may be conducted by telephone or when field employees are visiting Washington offices.

Employees who would like to participate in USDA's Hispanic radio program are invited to contact Phil Villa-Lobos on (202) 447-3088, or write to him at Room 407-A, Office of Governmental and Public Affairs, USDA, Washington, D.C. 20250.

Another famous Forest Service artist, **Harry Rossell**, created hundreds of Smokey Bear cartoons in the early 1970's that were distributed across the United States and Canada.

The Wartime Advertising Council, renamed The Advertising Council, continues to sponsor public service campaigns, including Smokey's message.

The Living Smokey

In 1950 a living symbol of Smokey emerged from a fire that nearly proved fatal for 24 firefighters in the Lincoln National Forest in New Mexico.

After the fire, the only living thing the firefighters saw was a badly burned bear cub clinging to a blackened tree. They took the little bear to a ranger station where it received medical attention. Not unexpectedly, it was named "Smokey."

After the bear recovered, it was sent to the National Zoo in Washington, D.C., where it and its replacements have served as the living symbol of Smokey Bear.

Smokey in the Classroom

In 1952, Smokey Bear stuffed toys began rolling off the assembly line. With permission from the

Forest Service, the manufacturer included with each toy a card that children could mail to the Forest Service to become "Junior Forest Rangers." By 1955 there were half a million little rangers.

Soon after, Federal and State forest rangers began teaching forest fire prevention in elementary school classrooms and encouraged the youngsters to write to Smokey for their own Junior Forest Ranger Kit.

By 1965, Smokey was receiving so much mail that he was given his own zip code number—20252.

The Smokey Bear Act

By 1952, the Smokey Bear program had gained such widespread visibility that the Forest Service felt the Smokey Bear image and the mission of the Cooperative Forest Fire Prevention program should be protected by law.

That year, Congress passed the Smokey Bear Act. Among other provisions, the act prohibits anyone from wearing a Smokey Bear costume without permission from the Forest Service. Violating the law could result in a fine and/or time in jail.

Smokey's Accomplishments

In 1942 over 10 million acres of wildlands burned. In 1981 just 3 million acres burned. That

amounts to a savings of over \$20 billion for American taxpayers. Much of the credit for the dramatic savings, says the Forest Service, belongs to Smokey Bear.

*Thanks to Gladys Daines
Smokey Bear Program Manager*

Picture Chart Reprinted

For the benefit of employees, 'USDA' has reprinted the picture organization chart that appeared in the November 30, 1983, issue of the newsletter. The chart is 17 x 11 inches.

Copies may be ordered from:
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Milton Sloane, Editor
Sharon Edwards, Assistant Editor

Celebrating Smokey's 40th Birthday

In addition to articles appearing in major magazines and newspapers about Smokey, national, regional, and local activities commemorating Smokey's birthday and promoting his message will be held throughout the year. They include:

Smokey Bear Week : In honor of Smokey's 40th birthday, President Reagan proclaimed May 13-19, 1984, as Smokey Bear Week.

Commemorative Stamp : On August 9, 1984, the U.S. Postal Service will issue a Smokey

Bear commemorative stamp. A special Smokey Bear historical exhibit will be displayed at stamp issuing ceremonies, and will travel throughout the country over the next 2 years.

Little League Honor : Smokey has been invited to throw out the first ball in one of the Little League World Series games to be held in Pennsylvania August 12-18, 1984.

Smokey Bear Awards : Individuals and organizations who have contributed to fire prevention over a sustained period will

receive the Smokey Bear Golden Award or one of several Smokey Bear Silver or Bronze awards. Recipients of the annual awards are selected by the cooperative Forest Fire Prevention Committee.

Licenses : Organizations that are licensed to advertise and sell Smokey Bear items are being encouraged to focus on Smokey's 40th birthday. Some new items will include a cartoon series, puzzles, children's clothing, jewelry, and other wearable items.

Here's To Animals and Their Good Health

People consider themselves caretakers of animals. But who's really taking care of whom?

Animals are our pets, our friends. They do work for us. They feed and clothe us. Animals create jobs for hundreds of thousands of people, and comprise the major source of agricultural income for nearly every State.

Certainly, the dependence is mutual. If we take care of animals, they'll take care of us.

Thanks to a century-old effort in USDA the U.S. animal population today is the healthiest and most productive in the world. Since the creation of the Bureau of Animal Industry (BAI) in USDA, the U.S. livestock industry has flourished and consumers enjoy safe and wholesome meat and poultry products.

But 100 years ago the domestic livestock situation was the reverse. Congress created the bureau in 1884 in response to the petitions of frustrated farmers and ranchers whose livestock was so plagued with disease that European markets once eager for U.S. livestock began refusing such exports. The bureau's first director was **Dr. Daniel Salmon**, a progressive veterinarian. The bacteria salmonella was named after him.

Today, the work of the BAI is divided among several different USDA agencies. Research and



regulatory functions are carried out by the Agricultural Research Service and the Animal and Plant Health Inspection Service. The Food Safety and Quality Service performs meat and poultry inspection, and the Packers and Stockyards Administration regulates livestock marketing.

The national livestock crisis that prompted the creation of the bureau 100 years ago was contagious bovine pleuropneumonia in cattle. Today, the Department wages a battle against avian influenza.

Since an outbreak of the highly contagious disease among Penn-

sylvania chickens in the fall of 1983, a task force composed of USDA employees—supported by State, industry, university and U.S. military personnel—has been working around the clock to harness the spread of the disease.

If left unchecked the disease, which does not affect humans, could be a nationwide disaster for the poultry industry. Checking the spread of avian influenza requires the most rigorous quarantine and security procedures. Besides Pennsylvania, outbreaks of avian influenza have also occurred in parts Maryland and Virginia.

(cont'd on page 2)

Inside—

Statistical Reporting Service Fact Sheet (insert)

New Assistant to the Secretary Named (page 2)

19th Century USDA Scientist Remembered (page 3)

(cont'd from page 1)

For members of the task force the emergency has meant working 10 to 12 hours a day, including weekends and holidays since early November 1983. They will continue to do so until the virus is eliminated.

"Operations like this demonstrate the commitment and sacrifice that goes with dedicated public service," said **G. J. Fichtner**, regional director of APHIS' veterinary service in Lancaster, Pa. "I am proud of these people and confident that they will succeed in eradicating this disease."

Based on past achievements of the BAI and its successor agencies, there's no reason to doubt that avian influenza will not be eradicated.

Twelve separate animal diseases have been eradicated in the United States since the work of the bureau began in 1884.

By 1892 BAI had eradicated contagious bovine pleuropneumonia in cattle. By 1929, it had conquered the most devastating livestock disease, foot-and-mouth. U.S. cattle have remained free of it since. A few years ago, the country was declared free of hog cholera.

The work of the bureau has had important implications for research into human diseases as well. The discovery by BAI scientists that ticks spread Texas fever in cattle ultimately led to the control of yellow fever in humans caused by mosquitoes.

Consumers of meat and poultry products are assured of more than the availability of such products. With the passage of the Meat Inspection Act of 1906, BAI inspectors became familiar sites in slaughterhouses and in meat processing plants across the country. Under the act, consumers are assured of buying safe and wholesome meat and poultry products bearing the USDA inspection stamp.

Pets and research animals, too, benefit from the ongoing work of the bureau. In the 1960's, USDA inspectors began making unannounced visits to research laboratories, pet breeding facilities,

Gifford Named Assistant to Secretary

Secretary Block recently named **Claude W. Gifford**, director of the Office of Information, as assistant to the Secretary. In his new position, Gifford will be responsible for special communications projects for the Office of the Secretary.

A 12-year veteran in USDA's central information office, Gifford has been responsible for many areas of communications and in 1981-82 served as acting assistant secretary for governmental and public affairs.

During his USDA career, Gifford has received the Presidential Rank of Meritorious Executive and USDA's Distinguished Service award. In 1983, he was named Professional of the Year by the Organization of Professional Employees of the Department of Agriculture (OPEDA).

A native of Rock Island, Ill., where he grew up on a livestock farm, Gifford graduated from Iowa State University, Ames, where he majored in agricultural economics and journalism.

John M. McClung, director of information and legislative affairs for the Food Safety and Inspection Service, will replace Gifford as director of the Office of Information.

A native of Tucson, Ariz., McClung joined USDA in 1981 after 10 years with Miller Publishing Company, an affiliate of the American Broadcasting Company.

zoos, circuses, and airports to assure the humane care of species protected under the Animal Welfare Act.

On May 29, 1984, with seminars and commemorative ceremonies in the Nation's Capital, USDA will kick off a celebration of 100 years of animal health in the United States.

In announcing the upcoming celebration that will be observed throughout 1984, Secretary Block said:

"The bureau and its successor agencies have a proud history of



Claude W. Gifford



John M. McClung

working with the livestock industry, State animal health agencies, and the veterinary profession. Twelve separate animal diseases have been wiped out. Agricultural research has helped develop the most efficient livestock production system in the world.

"Consumers today enjoy safe and wholesome meat and poultry products because of a national inspection system started with the bureau in 1906. Today in America we have the healthiest livestock and the most abundant food supply in the world." □

Statistical Reporting Service

Responsibilities

The Statistical Reporting Service (SRS) collects data on crops, livestock, poultry, dairy, prices, labor, and other items and publishes the official USDA State and national estimates through its Crop Reporting Board. The 44 SRS State Statistical Offices serve all States and also collect and publish local information on these topics. The estimates help all segments of the agricultural community—farmers working on planting, breeding, feeding, and marketing programs; government policymakers; food processors and commodity buyers; and consumers. The reports help maintain an orderly association among the output, supply, and marketing elements of agriculture.

SRS has cooperative agreements with 49 States through the State departments of agriculture, land-grant universities, and agricultural industries. The agreements provide staff, space, and financial support from State governments and agricultural industries to collect data for smaller geographical subdivisions, minor commodities, or other details not provided by Federal appropriations. Cooperative Federal-State programs of collecting and disseminating agricultural statistics were started in 1917 and SRS has continually pursued a policy of working jointly with cooperators.

Programs

Crop Reporting Board: Through its State Statistical Offices, the Crop Reporting Board conducts hundreds of surveys annually based on mail, telephone, and personal inquiries, and in-the-field plant counts and other observations. The major publications are:

Crop Reports: Provide estimates of acreages farmers intend to plant, the acres planted and harvested, production, marketings, and storage of the crops. Forecasts of yield and output are issued monthly during the growing season.

Livestock and Poultry Reports: Include estimates of animals on farms, ranches, and in feedlots. Estimates are made of breeding and production intentions and slaughter activity; yearend summaries cover production and disposition of major livestock and poultry species.

Dairy Reports: Indicate the number of milk cows, monthly and annual milk production, and manufactured dairy products.

Price Reports: Show prices received by farmers for products and prices paid by them for production or family living items. Reports present indices of prices received and paid; parity prices; and season average prices of crops, livestock, poultry, and dairy products.

Other Reports: Deal with farm labor and wages, stocks of commodities, farm production expenditures, and other topics.

A *catalog* and *calendar* with full details of each publication and the dates of issue are available through the Crop Reporting Board, Room 5829-S, USDA, Washington, D.C. 20250; telephone (202) 447-4021.

Organization

The Crop Reporting Board and its parent agency, SRS, are under the jurisdiction of the Assistant Secretary for Economics, who also directs the Economic Research Service, World Agricultural Outlook Board, Office of Energy, and the Economic Analysis Staff. SRS is headed by an administrator in Washington, D.C., and is composed of four operational divisions.

Information Contacts

1. Director, Information Division
Economics Management Staff
Room 440-GHI
Washington, D.C. 20250
Telephone: (202) 447-4230

2. Publications Office
Statistical Reporting Service
Room 5829-S
Washington, D.C. 20250
Telephone: (202) 447-4021

Topics of Current Interest

Improved Agricultural Statistics: SRS is thoroughly evaluating its current estimating program, changes in the structure of agriculture, and rapid adjustments occurring in computer and communications technology to aid the agency in developing a plan to provide improved agricultural statistics to government decisionmakers and to the public in the years ahead.

Improved Surveys: SRS intends to define a set of statistical standards against which its estimating program can be measured to implement a program linking various surveys. This will be an extension of survey improvement actions the

agency started 25 years ago and will be consistent with USDA's new information resources management efforts.

Computerized Reports: SRS reports, including all text and tables, are available to all of its State Statistical Offices, except Alaska, on a central computer system. Summaries are entered in a separate network maintained by USDA. In each instance, the information is available moments after its official release in Washington. Private data users may access these national systems.

Statistical Reporting Service Facts

- The SRS Crop Reporting Board issues some 300 reports annually, covering 120 crops and 45 livestock items.
- Thousands of farmers, ranchers, and other agribusiness people voluntarily participate in the regular and special surveys SRS conducts nationwide.
- Estimates are based on scientific sample surveys conducted by mail, telephone, and personal interviews, as well as in-the-field counts and measurements of selected crops.
- Strict security conditions protect crop and livestock estimates from premature release to the public. Inside the SRS "lock up" quarters, phones are disconnected, doors are locked, and no one is permitted to leave until the estimates are issued.
- The Secretary of Agriculture or his or her representative attends a briefing and signs the report inside the "lock up" just prior to the release of the information.
- Five titles and 17 separate sections of the United States Code specifically address the development and issuance of agricultural estimates.
- The law prohibits SRS employees from disclosing crop and livestock data and from trading on commodity markets.

Memorial Honors 19th Century USDA Scientist

USDA recently honored a 19th century scientist known as "the father of economic entomology" with a ceremony announcing a new memorial program to enhance scientific research and to recognize outstanding scientists.

The scientist in whose honor the memorial was established is **Charles Valentine Riley**, USDA's chief entomologist from 1881 to 1894.

The ceremony, held in the Nation's Capital, marked the 100th anniversary of the Entomological Society of Washington, which Riley helped found and for which he served as first president. At that time, Secretary Block accepted a \$150,000 donation to the program from **Emilie Wenban-Smith** of Hampshire, England. Wenban-Smith presented the gift on behalf of the late **Catherine Verdalia Riley**, daughter of the honored scientist.

In accepting the gift, Secretary Block said:

"Both farmers and academic scho-

lars around the world hold Dr. Riley in high esteem because of his achievements in studies of pests and beneficial insects and for his achievements as a naturalist and biologist.

"USDA was selected to receive the gift primarily because of Catherine Riley's concern that the memorial to her father bring together the diverse groups concerned with American agriculture and forestry. Over time, we hope to expand Dr. Riley's cooperative spirit in all disciplines of agriculture."

The Secretary noted that the money would be used to sponsor scientific meetings on special topics and to present a cash award of at least \$25,000 to an outstanding scientist. The first meeting, he said, will be on pest management.

A USDA interagency working group, chaired by **Richard L. Ridgway**, an entomologist with the Agricultural Research Service in Beltsville, Md., will implement the new program. □



Celebrated 19th century USDA entomologist Charles Valentine Riley is shown examining part of his insect collection, the largest in the world, now entrusted to the Smithsonian Museum of Natural History. The photograph of Riley is contained in the National Agricultural Library's historical collection.



Secretary Block (right) accepts a donation of \$150,000 for a new memorial program for the advancement of science from Emilie Wenban-Smith. Wenban-Smith presented the gift on behalf of the late Catherine Verdalia Riley, who was the daughter of Charles Valentine Riley. Charles Riley, in whose honor the memorial program was established, was USDA's chief entomologist from 1881 to 1894.

A Gobble, Gobble Here, And An Oink, Oink There

Used to be turkey was served only at holiday family gatherings. That's when nearly all the birds weighed 15 to 20 pounds.

But when grocery stores told USDA they wanted smaller birds, scientists produced the "Beltsville turkey." The new bird averaged 8 to 10 pounds and contained a higher percentage of breast meat, making it a more versatile item on the American menu.

The leaner pork products people enjoy today are also the result of USDA research.

In the "Roaring Twenties," USDA veterinarians spent much of their time assisting the growing American swine industry in developing a meat-type hog. Later, further work eventually produced the leaner hog people enjoy today.

Dumping the Paycheck Habit

Seventy-five percent of USDA employees still demand payment in hand for services rendered. The other 25 percent enjoy knowing that first thing payday morning their salaries are safely deposited in their bank or other designated financial institution. That according to USDA's National Finance Center in New Orleans, which processes the Department's billion dollar payroll.

Gerrie Dureau, a supervisory program analyst at NFC, says the electronic paycheck is slowly but surely gaining acceptance among employees. Through the "Direct Deposit/Electronic Funds Transfer Program (DD/EFT)," Dureau noted, employees' salaries can be automatically deposited in their checking or savings accounts. No more waiting in long teller lines to deposit salary checks.

As one who "pays myself automatically and has never had one moment's problem," Dureau emphasizes that "the program not only makes employees' salaries available to them at the earliest possible moment, it also eliminates the possibility of their paychecks being lost in the mail or stolen." She further noted that the electronic transfer system saves USDA money in mailing costs and in tracing delayed checks and replacing checks that somehow disappeared.

Dureau said that probably the biggest obstacle to employee acceptance of the program is the notion that "I want to get my paycheck

in my hand." Still, she noted, through DD/EFT employees who become ill or go on vacation don't have to worry about what may become of their paychecks while they're away. "It's nice to know that in your absence your salary has been deposited in your bank and is immediately available," Dureau emphasized.

Another obstacle, she said, are the disconcerting, and often exaggerated, stories passed among employees about the "awful thing" that happened to someone who enrolled in the program.

"In truth, the error rate is no higher for the DD/EFT program than it is for the traditional method of issuing checks," said Dureau.

Another excuse Dureau hears for not participating in the program is: "Well, I need to go to the bank and get some cash anyway." However, the increasing availability of automated teller machines can overcome that as well. The machines allow patrons to withdraw cash from their accounts at their convenience. They also eliminate the necessity of having to stand in long teller lines to deposit a salary check every payday.

NFC invites employees who would like to enroll in the DD/EFT program to visit their agency personnel office and ask for authorization form SF-1199A. □



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Milton Sloane, Editor
Sharon Edwards, Assistant Editor

The Future Is Now with Cooperative Processing

The March 7, 1984, issue of 'USDA' introduced to employees a variety of proposed changes and improvements in the government's way of doing business under President Reagan's Reform '88. The effort is directed at making systems and services more efficient and effective to trim the cost of government.

A major USDA initiative—the effort to rework common administrative systems while taking advantage of computer technology—is known as Reform I.

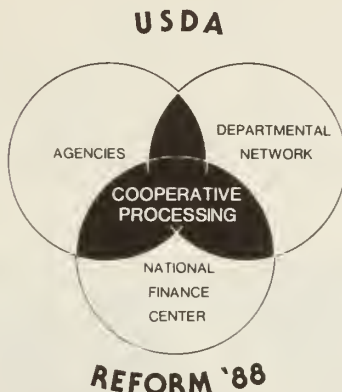
To develop a workable concept that would improve the already enviable National Finance Center (New Orleans) concept, 150 USDA budget, personnel, financial, and administrative specialists—consulting with 2,000 others within the Department—have developed a plan to improve services, such as those for payroll, personnel, and property.

The new concept is called "cooperative processing."

by Susan Hess
Office of Information Resources Management

Verify the leave records of everyone in your unit, check the status of funds for a budget review, and check with the National Finance Center (NFC) to see if a vendor/contractor has been paid.

If you think that's impossible, or that you'll be retired before such a thing can be done, the answer is: Wait a minute. The future is right around the corner.



USDA already stands out in front with its NFC concept. The centralized processing concept—with personnel, payroll, procurement, and payment information processed at a single location—is the leader within government. The Office of Management and Budget regards NFC as a model for other agencies and departments that have duplicative and generally inefficient multiple processing sites to handle their administrative work.

Opened in 1973, NFC was built on the technology of the time—paper transactions sent to a centralized point for processing into a large computer system. But, as USDA's business becomes more complex, the more choked with paper the NFC becomes.

For example, of NFC's 13 million annual transactions, 3 million are time and attendance (T&A) reports—a stack that would dwarf the Washington Monument. Although USDA employees are paid on time every 2 weeks, filling out

You Had A Lot To Say

For those who are curious about how employees responded to the Reform '88 survey form included with the March 7, 1984, issue of 'USDA', an evaluation is forthcoming.

Dave Lewis, leader of the Reform '88 public affairs committee, said he is delighted that so far over 3,200 employees—more than anticipated—returned the form and that responses are still coming in. Most of the survey forms, he said, also included written comments, which means the tabulation will take a little longer to complete.

Lewis said the committee expects to publish a summary of the employee responses in 'USDA' within the next 2 months.

the complicated computer forms, grouping them, and sending them to NFC for individual entry into the computer system is tedious and labor intensive. Another drawback is that for agencies the system often doesn't allow them to get information back as quickly as they would like.

But, the new cooperative processing concept would make the

(cont'd on page 4)

Inside—

Office of Public Liaison Fact Sheet (insert)

USDA Women's Council Formed (page 2)

New USDA Women's Council Formed

How can the talents and skills of female employees in USDA be better utilized to enable women to meet personal career goals as well as enhance the Department's overall mission? What kinds of training and other opportunities would help fulfill these goals?

Those are some questions members—both female and male—of a newly formed USDA Federal Women's Program Managers Council will be addressing over the coming year. The council is composed of Federal Women's Program (FWP) managers from USDA agencies in Washington, D.C. It was formed by **Alma Esparza**, director of USDA's Office of Equal Opportunity, with the support of Secretary Block and assistant secretary for administration **John J. Franke**.

The purpose of the council is to: (1) provide a forum for the exchange of information and ideas concerning the FWP within USDA; (2) make recommendations and provide advice to OEO on matters concerning the FWP; (3) sponsor and conduct studies and programs with emphasis on employment concerns of women in USDA; (4) provide a focal point for coordinating Departmentwide FWP activities with the Departmental FWP manager; and (5) maintain close contact with other federal women's groups, such as Federally Employed Women (FEW).

At a recent meeting in Washington, D.C., the council installed newly elected officers and committee chairpersons of its Executive Board, the council's core group and formal liaison with OEO.

President of the council's executive board, **Anna Grayson** (Agricultural Research Service) said a topic of immediate concern is the need to get women into management positions in USDA.

A good starting point, Grayson noted, will be a pilot training opportunity—the Women's Exec-

utive Leadership Program—recently announced by the Office of Personnel Management (OPM). Under the program, OPM will select 50 women in grades GS-9 through GS-12, from among agency nominations, to receive executive development training.

Another aspect of the program will involve establishing a new permanent program to make part-time career opportunities available, primarily to women, under a new chapter in the Federal Personnel Manual.

Grayson said that at the board's planning session in June, members will be establishing objectives and goals of USDA's Federal Women's Program for discussion at the next council meeting.

Although members of the council and executive board are located in Washington, D.C., Grayson noted that liaison with FWP managers in USDA field offices will be maintained through their agency FWP managers in Washington. □



Officers and committee chairpersons of the Executive Board of the Federal Women's Program Managers Council are (front row, l.-r.) Betty Culmer, vice president; Anna Grayson, president; Delores Kemp, secretary; (back row, l.-r.) Marjory Hart, Departmental FWP Manager and ex officio of the board; Armando Fernandez, community outreach chairperson; Henrietta Rogers, program planning chairperson; Carolyn Corbett-Haye, internal operations chairperson; Honori Gaines, training and resources chairperson; and Alma Esparza, director, Office of Equal Opportunity, to whom the board reports.

Honoring Those Who Served

In June the Nation will honor its war veterans by celebrating the 40th anniversary of the enactment of the Veterans' Preference Act (VPA). The act, signed by President Roosevelt on June 27, 1944, started a tradition of job preference for veterans that continues today.

The VPA was a landmark in the national policy of veterans' preference in civil service employment. Today, veterans comprise 30 percent of the nonpostal work force and 52 percent of the postal work force.

Nearly 28 percent of all USDA employees are veterans.

The Office of Personnel Management (OPM) is issuing a federal governmentwide poster commemorating the event and is encouraging all federal departments and agencies to conduct appropriate activities in behalf of veterans employment.

Secretary's Office of Public Liaison

Responsibilities

The Secretary's Office of Public Liaison (SOPL) is the focal point for liaison between the Secretary of Agriculture and the public and their interest groups. The office provides services to agriculture groups and information to other groups about agriculture.

Programs

Services to Interest Groups: Assists interest groups and their members by responding to requests for information; assisting in dealing with issues; making appropriate agency referrals; scheduling meetings with USDA officials; providing speakers for conventions and meetings; maintaining communication ties between the Secretary and the groups; and performing other services.

Special Projects and Events: Includes a wide variety of projects and events such as Departmentwide programs for liaison with different constituencies. Special projects and events in 1983 included quarterly constituency meetings with the Secretary, the Farm Women's Forum, National Agriculture Day activities, commodity promotions, and the Food and Fitness Fair.

Resource Development and Information: Serves as a focal point for providing briefing resources on agriculture to USDA and other administration officials and to the public. Agriculture briefings are prepared for the President, Vice President, and cabinet officials. Background for all of the Secretary's domestic travel is prepared by the office with the assistance of all USDA agencies.

In addition, monthly briefings are held for Washington representatives of agriculture interest groups; seminars and workshops are held throughout the year for visiting delegations of farm group members; and periodic information packages are sent to agriculture leaders.

Private Sector Initiatives and Voluntarism: Involves initiating Departmentwide projects and coordinating agency projects, as well as working with the private sector to encourage private sector initiatives. SOPL also works in this area governmentwide through the White House Office of Private Sector Initiatives.

Consumer Education and Information: Distributes agricultural information of interest to consumers through SOPL's network of Spokespersons for Agriculture. Quarterly meetings are held by the Secretary with consumer interest group representatives for exchange of information. The Agriculture in the Classroom program is coordinated by SOPL, the Office of Governmental and Public Affairs (OGPA), and the Office of the Assistant Secretary for Science and Education who work with State Ag in the Classroom organizations to increase agriculture education in grades kindergarten through 12.

Organization

Formally established in 1981 by Secretary Block, the Secretary's Office of Public Liaison is directed by the Assistant to the Secretary for Public Liaison. SOPL is staffed by an associate director and deputy assistants to the Secretary who are professionals in agriculture, communications, rural affairs, public relations, and education, and by support staff members. With such diverse backgrounds, the staff is able to represent agriculture to a wide range of public interest groups.

Information Contacts:

Christina Mosher Wilson, Assistant to the Secretary/Director of Public Liaison

Shirley Traxler, Associate Director

Deputy Assistants to the Secretary:

Shirley Traxler, Special Projects and Events

Vince Phillips, Resource Development and Information

Karen Hayes, coordinator, Private Sector Initiatives and Voluntarism

Office of the Secretary/Public Liaison
Room 216-A, Administration Building
U.S. Department of Agriculture
Washington, D.C. 20250
Telephone: (202) 447-2798

Topics of Current Interest

Spokespersons for Agriculture Program: A recent initiative, this program provides those involved in representing agriculture information and communications skills assistance. Those participating in the program receive a manual to help them “Reach Out—Speak Up for Agriculture” and regular updates of factual information they can use in speeches, newspaper articles, etc.

In cooperation with local agriculture groups and organizations, USDA will sponsor a series of meetings around the country to develop spokes-

persons for agriculture. The sessions will include up-to-date information on key agriculture issues and communications training.

Adopt-A-School Program: USDA has officially adopted Van Ness Elementary School in Washington, D.C., as part of the Partners in Education Program initiated by the White House. USDA volunteers are involved in tutoring, developing a student garden, and designing a computer software program for a student-operated bank.

Secretary's Office of Public Liaison Facts

- SOPL undertakes projects at the request of the Secretary, and relies on the assistance of various USDA agencies to carry out its mission. The office facilitates public liaison with the Secretary and the agencies, but in no way replaces agencies' ongoing public liaison efforts.
- SOPL operates a Speakers' Bureau to provide USDA speakers for meetings and conventions throughout the country.
- Seminars, workshops, or meetings with USDA officials may be arranged for the public by contacting SOPL.

May 1984
U.S. Department of Agriculture

Office of Information
Office of Governmental and Public Affairs

A Message from the Secretary

Dear Friends:

Since its beginning in 1862, the Department of Agriculture has been what President Lincoln said it should be: "The people's department." USDA's responsibilities affect the lives of every American and millions more around the world. It is crucial that USDA be responsive and accessible to the vast numbers of people we serve.

Our Department has many resources and tools designed to help us do this. USDA offices are located in every county in the United States. Agencies such as the Cooperative Extension Service, Farmers Home Administration, Agricultural Stabilization and Conservation Service, and the Soil Conservation Service are as close as a person's phone book. Other agencies work directly with local organizations and individuals, carrying out USDA's mission of service to the public.

Our success in every area of endeavor depends on our dedicated service to the people. As Secretary, I feel that this concept of good public liaison is our greatest priority. For this reason, I have assigned specific responsibility for public liaison within my staff.


The Secretary's Office of Public Liaison directly and indirectly reaches millions of people yearly through its briefings, programs, and events. It also

answers thousands of questions from those seeking information or who are affected by USDA's many programs.

Public liaison, however, is not just carried on by one office. Rather, it is the responsibility of every USDA employee. I encourage all USDA employees nationwide to take that extra moment for caring concern when dealing with the public. The Forest Service, for example, has elevated this concern through its HOST program, and other agencies similarly assist their employees in better ways to help citizens.

Ultimately, your assistance is what makes USDA the people's department. You as an individual employee are our ambassador of good will to the public. Thanks for your terrific work in the past and much success to your role as "public liaison" for USDA in the future.

Sincerely,



JOHN R. BLOCK
Secretary

Who Are the Small Town Leaders?

The National Trust for Historic Preservation in Washington, D.C., is looking for 100 community leaders from small towns across America—particularly those actively working in small town revitalization. The organization doesn't know who these people are, so it's asking others to help identify them.

The reason? The National Trust wants to invite these people to take part in a special training program on small town economic development July 21-28, 1984, at Cornell University in Ithaca, N.Y.

"We are looking for 100 individuals who are directly involved with the challenge of putting new economic life back into the Main Street of America's small town and rural communities," said **Scott Gerloff**, director of the organization's National Main Street Center. "These small town leaders may be retailers, bankers,

State or local public officials, property owners, developers, chamber of commerce executives, or other downtown professionals."

Through a cooperative agreement with USDA's Office of Rural Development Policy and the National Endowment for the Arts, the Center is working to help restore the architectural beauty, commercial activity, and tourist interest in central business districts in small American towns. According to the National Trust, projects in 62 communities in six States have attracted more than \$125 million in private investment and helped start over 450 new businesses over the past 3 years.

Gerloff noted that the training program offers participants a unique opportunity to confer with leading professionals in the field, and includes field work, seminars, and case studies. He added that no tuition will be charged for the 7-

day course but that participants will pay for their own travel and expenses.

Gerloff invites anyone interested in learning more about the National Main Street Center or in applying for the training program to write to: Downtown Development Institute, National Main Street Center, National Trust for Historic Preservation, 1785 Massachusetts Avenue, N.W., Washington, D.C. 20036.

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May 30, 1984

Milton Sloane, Editor
Sharon Edwards, Assistant Editor

already efficient concept of centralized processing even better. It takes advantage of the great leaps in technology to eliminate the paper choke for NFC and to develop an information base for agencies. Cooperative processing would not only allow agencies to provide centralized information that NFC needs to conduct business efficiently, it would also allow agencies to develop management information bases to meet their own needs 95 percent of the time without relying on NFC.

In short, the concept of cooperative processing is this: From a number of key points around the country, agency personnel will make their own entries electronically through a computer keyboard. Further, agency personnel will be able to access the information NFC has back through the same centralized points.

Using T&A's as an example, information from the familiar computer form will be entered at a computer keyboard and transmitted electronically to a computer at the NFC. A system of checks (edits) will be built into the system for agencies to confirm their entries. While processing T&A's centrally for NFC's requirements, agencies would be developing their own T&A information base that they could tap into any time without going through the NFC to do it for them.

Cooperative processing simply expands the use of equipment and capabilities already available, which will enable agencies to reduce their paperwork and mailing costs, and NFC its level of paper and labor.

According to **John Kratzke**, Reform I project leader, the concept could result in annual cost savings to USDA of more than \$3 million—by eliminating duplication of entries, postal costs, paper storage, printouts of documents, and forms.

The system will take advantage of equipment and capabilities already existing, plus connect with the micro and minicomputers that agencies are acquiring at a rapid rate and hooking up to the already

PEOPLE

It was a long time coming, but good news is welcome anytime. USDA recently learned that its film, "From Hopeful Greenstuff Woven," received a diploma from the Tenth International Festival of Environmental Films and Television Programs held last summer at Ostrava-Paruba, Czechoslovakia.

The USDA film is about grass-breeding research, specifically that of **Dr. Glenn Burton** and his colleagues in Tifton, Ga. A research geneticist with the Agricultural Research Service, Dr. Burton last year received the National Medal of Science, which was presented by President Reagan.

USDA filmmakers involved in the production of the film included **Robert Boyer**, **V. B. Renfro** (retired), and **Wolfgang Schubert**, Office of Governmental and Public Affairs; and **Bill Pemble**, ARS.

Robert V. Head, deputy director of the Office of Information Resources Management (OIRM), recently received the 1984 Federal Office Systems Expo Professional of the Year Award.

The award, the third given, recognizes federal employees who contribute to developing or improving a federal office or administrative system process by reducing costs and paperwork, as well as improving the management of information and furthering goals and objectives of the organization.

operational DEPNET (Departmental Network) to provide the electronic link.

The big plus to agencies is that they will be encouraged to develop and maintain their own computerized data bases, plus they will have better and more readily available access to information stored at NFC through its improved storage and retrieval capabilities. As previously planned, NFC is upgrading its computing capabilities—buying new equipment and software—to meet the increased capability.

PEOPLE

Head was recognized for his role in establishing USDA's Information Technology Center (ITC), located in Washington, D.C., and which began operating in April 1983.

The first of its kind in government and a model for similar facilities being set up by other government agencies, the ITC was established to help meet the increasing demand for and use of end-user computer technology. Through the center, employees gain hands-on training to become familiar with the vast range of automated equipment and systems available.

So far, the center has provided training and assistance to more than 2,000 USDA employees. □



Robert V. Head

Of the Reform I Team's efforts, Secretary Block said: "Efficient and quality administrative support to our people and programs is critical to serving the agriculture community. Cooperative processing is the next step in streamlining an already excellent concept.

When called on to make changes such as those proposed in Reform '88, the Department not only complies but also goes that extra step and creates a model for other to follow. I fully expect that cooperative processing will become a standard for others to emulate." □

"Making Food Dollars Count"**USDA Nutrition Expert Promotes Cost-Cutting Food Plans**

With cameras whirring and lights flashing, Isabel Wolf strolled purposefully behind her shopping cart in an Atlanta supermarket. Every 5 feet or so, she paused momentarily to choose, from among the many colorful items, an item on her shopping list.

The administrator of USDA's Human Nutrition Information Service (HNIS), Wolf was off on a journey to demonstrate that low-income households can eat nutritiously on their monthly food stamp allotments.

The outing was filmed by the local Atlanta news media.

The purpose of the food-buying project, explained Wolf, who is also acting director of the Office of Consumer Advisor (OCA), "is to assist shoppers across all income levels to utilize practices that will enable them to buy the most nutritious diet for the least possible money. Another goal is to find a new means to disseminate nutrition research materials to regional, State, and local nutrition education workers."

Wolf added that the project, entitled "Making Food Dollars Count," is a joint effort of several USDA agencies. Besides HNIS and OCA, the involved agencies include the Food and Nutrition Service, Extension Service, and the Office of Governmental and Public Affairs.

Under the project, Wolf is traveling to seven cities throughout the country to hold workshops on "Making Food Dollars Count" for nutrition leaders and representatives of community organizations in what she calls a "train the trainer" approach. She is also making numerous media appearances to promote the education project.

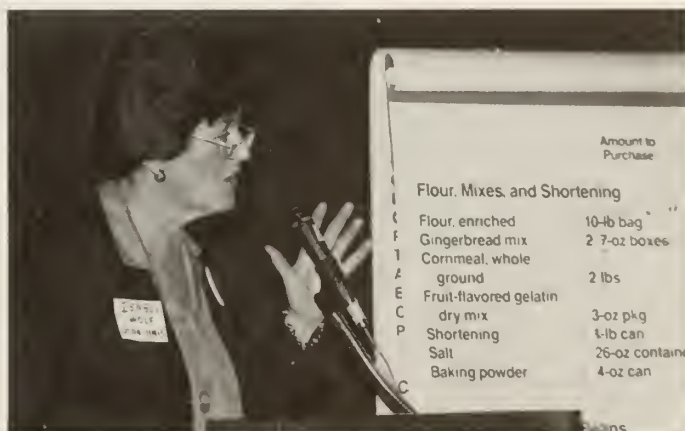
The result of these workshops and appearances, Wolf hopes, will be the establishment of local support networks for providing food budgeting and nutrition information to low-income families.

Wolf explained that sample meal plans, developed by USDA nutritionists and home economists, provide the framework for the

food-buying project. The meal plans are based on food preferences of low-income households, as reflected in national food consumption surveys. The plans, for three meals and a snack per day, include two weeks' menus, recipes, and food lists of the amounts of purchases for a family of four (a mother and three children). Using the meal plans, a four-person family may eat for \$58 a week—the current full food stamp allotment for that size family.

Wolf explained that before the plans were released, they were tested by six food stamp households from varied racial and ethnic backgrounds. The households shopped for the food on the lists, then prepared and ate the meals and snacks as suggested. Throughout the test, the household members gave their reactions on the practicality and acceptability of the meal plans. The families, all of whom lived in the Washington, D.C., area, were able to purchase the weekly food for less than \$58 in the fall of 1982. And,

(cont'd on page 2)



	Amount to Purchase
Flour, Mixes, and Shortening	
F Flour, enriched	10-lb bag
F Gingerbread mix	2 7-oz boxes
T Cornmeal, whole	
A ground	2 lbs
E Fruit-flavored gelatin	
C dry mix	3-oz pkg
P Shortening	1-lb can
Salt	26-oz container
Baking powder	4-oz can

On one of two food-buying trips in the Atlanta area, Isabel Wolf (left photo) carefully selects food items in front of a television camera to demonstrate that a family of four can buy a week's worth of groceries with the current food stamp allotment. Following the shopping trips, Wolf (right photo) conducted a seminar in Atlanta to teach nutritionists, social workers, and home economists about new USDA food plans which show how families can have nutritious, low-cost meals.

(cont'd from page 1)

surprisingly, two of the families reported that the meal plans provided too much food for them.

The day before the kickoff of "Making Food Dollars Count" in Atlanta, Wolf shopped at two local grocery stores—one in the inner city, the other in the suburbs—to demonstrate that the foods for the meal plans could be purchased for \$58 or less despite regional differences in costs. Crews from two national television networks filmed Wolf as she selected the 64 items on her list and explained the buying principles she was applying.

On both trips there was a tense moment as the cashier rang up the total, but Wolf had succeeded with purchases of \$58.61 at the inner city store and \$56.90 at the suburban store. Both totals included State and local sales taxes.

The following day, flanked by a

cart filled with the purchases from one of her shopping trips, Wolf introduced the new meal plans to a workshop audience of nutrition professionals and community leaders. Her message to the group was simple: Use the meal plans, adapt them to meet local needs, and use other nutrition materials and services already available to educate people on how to eat well for less.

Wolf told the participants that "these particular plans are unique because they were based on household consumption patterns and tested by low-income households.

"But the plans are not rigid. They don't represent the only way to meet nutritional requirements and still stay within the food stamp allotment amount. In fact, USDA has developed much lower-cost food plans, but they are very monotonous and don't take fami-

lies' food preferences into consideration.

"A USDA study showed that low-income shoppers tend to get more nutrition for their food dollar than people at higher income levels. I don't want to paint the picture that we are targeting people with limited economic resources for this project because they have major problems or are worse shoppers than people with higher incomes. Higher-income families could benefit from some of the shopping practices of low-income people."

Wolf added that "the new food plans have an increased amount of cereals, dried beans, and pasta over the plans that came out in 1974-75. These foods are low-cost sources of nutrients that are found to be lacking in diets.

"The food plans do contain desserts. But what you don't find

(cont'd on page 3)

Sample Grocery List for A Week's Food For A 4-Person Household

(Size or type of portions may vary regionally. Total cost of the sample items range from a low of \$55.36 in Washington, D.C., to a high of \$58.61 in Atlanta, Ga.)

Produce

- Cabbage, 1/2 small head
- Carrots, 1-lb bag
- Celery, 1 medium bunch
- Lettuce, 1 small head
- Onions, 8 medium
- Potatoes, 5-lb bag
- Tomatoes, 4 small
- Apples, 5 medium
- Bananas, 4 medium
- Oranges, 5 small
- Pears, 2 medium

Canned and Dried

- Tomatoes, 2 1-lb cans
- Tomato puree, 2 10 1/2-oz cans
- Grapefruit sections, 1-lb can
- Peaches, juice pack, 1-lb can
- Raisins, 1 15-oz box
- Tuna fish, chunk-style, 1 6 1/2-oz can

Flour, Mixes, and Shortening

- Flour, enriched, 10-lb bag
- Gingerbread mix, 2 7-oz boxes

- Cornmeal, whole ground, 2 lbs
- Fruit-flavored gelatin dry mix, 3-oz pkg
- Shortening, 1-lb can
- Salt, 26-oz container
- Baking powder, 4-oz can

Rice, Macaroni, and Beans

- Noodles, enriched, 8-oz pkg
- Macaroni, enriched, 16-oz pkg
- Rice, regular, enriched, 1-lb pkg
- Navy beans, dry, 1-lb bag

Cereals

- Shredded wheat, 10-oz pkg
- Corn flakes, 18-oz pkg

Cookies and Crackers

- Oatmeal cookies, 11 1/2-oz pkg
- Saltines, 16-oz pkg

Bread

- White, enriched, 3 22-oz loaves
- Whole wheat, 1-lb loaf

Dressings, Jelly, and Peanut Butter

- Vinegar, 1 pint

- Jelly, 18-oz jar
- Peanut butter, 18-oz jar

Dry and Canned Milk

- Nonfat dry milk, box to make 20 qts

Frozen

- Mixed vegetables, 1 pkg
- Green beans, 1 pkg
- Peas, 1 pkg
- Orange juice, concentrate, 1 12-fl oz can
- Lemonade, concentrate, 1 6-fl oz can

Meat

- Ground beef, regular, 1.58 lbs
- Liver, beef or pork, 1 lb
- Beef chuck roast, bone-in, 3 lbs
- Chicken, fryer, whole, 2.5 lbs

Dairy and Delly

- Milk, lowfat, 1 gal and 1/2 gal
- American process cheese, 1 12-oz pkg, sliced
- Cottage cheese, lowfat, 12-oz pkg
- Bacon, sliced, 1-lb pkg
- Bologna, 6-oz pkg
- Eggs, large, 1 doz
- Margarine, 2 sticks

(cont'd from page 2)

in them are soft drinks and costly snacks."

After commenting on the food plans, Wolf spoke to the workshop participants about other resources available to help low-income shoppers. She cited the recent trend toward supermarkets distributing consumer education materials in their stores, and said grocer trade associations are also developing such materials for distribution. Workshop participants each received a folder containing the new USDA meal plans, along with various USDA publications on thrifty shopping and meal preparation and a resource guide listing local nutrition services to use in education activities with low-income households.

Wolf summarized her overall shopping approach as careful pricing, watching for specials, and relying on purchases of non-national brands.

Since the Atlanta meeting, Wolf has conducted a similar workshop in Dallas, Tex., and plans additional workshops in Camden, N.J., Chicago, Denver, Boston, and San Francisco.

Commenting on Wolf's visit, **Polly Miller**, director of FNS' nutrition and technical services staff in Atlanta, said she is already seeing evidence of the multiplier effect of the workshop. Two Georgia colleges, she said, are already conducting training classes using the "Making Food Dollars Count" materials, and Extension agents are using the materials in their contacts with low-income households. In addition, many families have requested the meal plans and shopping tips as a result of reading or hearing about the workshop.

Miller added that "getting the most nutrients for the dollars spent is becoming a greater concern to all consumers, but is critical to low-income families who live on small food budgets. I applaud this new USDA thrust to reach as many consumers as possible by networking and employing a different approach to marketing available education materials.

story by Brenda Schuler

A Message from the Secretary

Dear Friends:

In the April 20 issue of 'USDA', I mentioned my goal of promoting sound soil and water use and conservation. An important part of that goal is the promotion of sound timber management. I had purposely omitted this so I could give special attention to our National Forests this month.

The 191 million acres of the National Forest System play a key role in supplying America's basic lumber and wood pulp requirements. By law, these lands are managed by the U.S. Forest Service under the multiple-use concept. The concept requires management of the National Forests in the way that best meets the public's demands for timber, minerals, and water resources while providing for public recreation, wildlife protection, and livestock grazing.

Each year about one-fourth of our softwood timber harvest comes from the National Forests. Softwood timber is essential to the paper industry for wood chips and for the housing industry as a source of lumber and plywood. As a result of the ongoing recovery of the housing industry, timber production will become even more important.

To meet future demand, we are more closely assessing National Forest timber resource capabilities and are implementing methods for increasing their contribution to the Nation's well-being. These methods include: 1) harvesting slow-growing, advanced-age timber and replacing it with fast-growing, young stands; 2) making use of advances in limiting losses caused by disease and fire; 3) developing more efficient logging techniques; and 4) finding better ways to use harvested timber.

As always, meeting the increasing need for National Forest timber will be balanced with other demands. For instance, America's outdoor recreational needs are also expanding. The National Forest System currently accounts for 40 percent of the recreational use of federal lands. That's more than twice as much as the National Parks System. One reason for this is availability. Roads built for harvesting later provide campers, skiers, hunters, and other outdoors enthusiasts with access to previously unreachable areas. Timber harvesting is an effective tool in improving the habitat of many wildlife species. It can also increase the amount of water made available to cities and towns.

The National Forests are both a storehouse and a production line of natural resources to meet the varied requirements of the American people for wood, grazing, water, and magnificent wildlands. We are managing these invaluable gifts of nature in a manner that will serve our country for generations to come.

Sincerely,



JOHN R. BLOCK
Secretary

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'USDA' Vol. 42, No. 12,
June 15, 1983

Milton Sloane, Editor
Sharon Edwards, Assistant Editor

Amstutz Appointed Under Secretary

Daniel G. Amstutz, former general partner of a New York City investment banking firm, has been appointed under secretary for international affairs and commodity programs. He fills the vacancy created when **Seeley G. Lodwick** resigned in February.

Amstutz was a general partner of Goldman, Sachs and Company, where he developed and directed commodity activities since 1978. Before that, he had been associated with Cargill, Inc., for nearly 25 years.

From 1972 to 1978, Amstutz was president and chief executive officer of Cargill Investor Services, a commodity brokerage and consulting firm that he created.

While with Cargill, Inc., Amstutz

was director of feed grain merchandising and deputy director of wheat merchandising. He also served as manager of Cargill activities in Germany and the Scandinavian countries. He was one of the original cadre of Cargill officials who created the company's overseas organization in Geneva, Switzerland.

Amstutz has been a member of the executive committee and director of the National Grain and Feed Association and director of the U.S. Feed Grains Council. He was also a member of the Chicago Board of Trade, the Chicago Mercantile Exchange, and other principal commodity exchanges.

Amstutz received his bachelor of science degree from Ohio State University.



Daniel G. Amstutz

Riley Named Director of Personnel

William J. Riley, a veteran personnel management specialist, has been named director of USDA's Office of Personnel. He had been acting director of the office since last July on an interim appointment.

Riley joined USDA in 1969 as a personnel security specialist after serving 4 years with the United States Information Agency. Before being appointed interim director

of the Office of Personnel, Riley had been a supervisory personnel management specialist and a supervisory employee relations specialist in the Department since 1972. He has received two cash awards, in 1972 and 1979, for outstanding job performance.

A native of Providence, R.I., Riley is a graduate of the Catholic University of America School of Law.



William J. Riley



Among the happy faces at this year's USDA Honor Awards ceremony were award winners David Bell (right in left photo with Secretary Brock) of the Animal and Plant Health Inspection Service in Hyattsville, Md.; Lillian Leroux (center photo) of the Forest Service in Laconia, N.H.; and John Johnson (right photo), also of the Forest Service, in Vancouver, Wash. Johnson accepted a group achievement award on behalf of the Forest Service's Mount St. Helens National Volcanic Monument Planning and Implementation Group.

Courage and Faith Light Paeske's Way

by Timothy Donoghue
Writer-Editor
Forest Service

Jean Paeske is the kind of person it feels good to be around. Although she is blind, which makes her life a little more difficult, she has something a lot of people don't have. Jean Paeske has faith.

A clerk-typist in the Forest Service's Eastern Regional Office in Milwaukee, Wis., Paeske has worked for the agency since 1980. Before that she worked as a babysitter, and as a lab technician for the Chicago Board of Health. She even tried her hand at running her own business.

In her current job, Paeske types and files, sorts, and distributes both conventional and electronic mail for the Regional Aviation and Fire Management Staff.

Passing by her desk, you wouldn't immediately recognize that Paeske is blind. However, if you were to notice the unusual electronic equipment next to her word processor and inquire about it, only then would you become aware of her handicap. The special equipment—modeled after the Braille system—allows Paeske to read characters with her fingertips.

The youngest of two brothers and four sisters, Paeske suffers from a hereditary eye disorder (retinitis pigmentosa) that cost both her and her two sisters their sight. Before it became apparent that Paeske had the disorder, she tried not to let others know about it. But by the end of her first year in school, she could not see the blackboard. For years after, Paeske said, her life held a lot of frustration, anger, and bitterness.



Special electronic tools help Jean Paeske, sightless for most of her life, perform her job as a clerk-typist with the Forest Service in Milwaukee, Wis. In her right hand, Paeske holds an electric eye that scans printed characters. Then, with her left hand inside the scanner she can feel the shape of printed letters read by the electric eye. A compatible typewriter scanner helps Paeske read what she is typing.

But at the age of 18, Paeske said her life changed dramatically. She credits a personal religious experience with enabling her to start on the road to self-enrichment.

She said it never occurred to her that she didn't need to have to earn her living. She knew she would have to work harder than sighted people, which included learning new skills such as Braille and how to use the electronic tools that aid her in her job. She said she has never regretted the extra effort required.

The Forest Service has helped Paeske by providing her a Braille dictionary and an Optacon, a device that scans printed type and

instantly converts the printed letters to fingertip sensations Paeske can read. A typewriter scanner for the portable Optacon helps her read what she is typing.

A Versabril System has also been made available to Paeske. The unique electronic device allows her access to data processing equipment and the opportunity to quickly edit her work on a word processor.

Except for her handicap, Paeske's life is not unlike that of many young career women. She is married and expecting a child soon.

With frank admiration, her co-workers say it is inspiring to be associated with her. □

Two New Deputies Named

Secretary Block recently named **Kathleen Lawrence** deputy under secretary for small community and rural development, and **Randy M. Russell** deputy assistant secretary for economics.

Lawrence, who had been deputy director of USDA's Office of Rural Development Policy, succeeds **James H. Johnson**, who returned to the private sector.

In her new position, Lawrence will share with under secretary Frank Naylor oversight and policy development of the Farmers Home Administration, Rural Electrification Administration, Federal Crop Insurance Corporation, and the Office of Rural Development Policy. She will also serve as Secretary Block's representative to the Pacific Basin Development Council for planning and assisting the development of U.S. Pacific territories.

Lawrence is a former president of a management consulting firm, and served for 4 years in the White House Office of Public Liaison.

* * * *

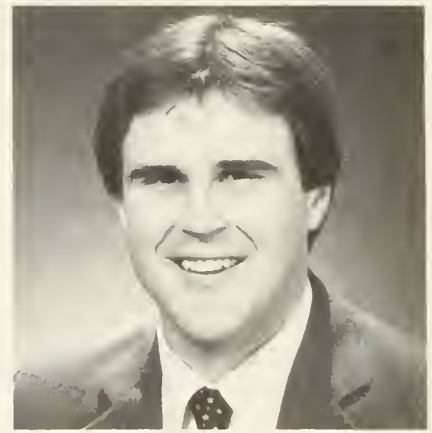
As deputy assistant secretary for economics, Russell replaces **J. Dawson Ahalt**, who has been promoted to senior advisor to assistant secretary William G. Leshner.

At the time of his USDA appointment, Russell was a vice president for agriculture and trade policy at the National Council of Farmer Cooperatives. His previous USDA experience includes serving as an economist with the Economic Research Service and as a special assistant to the Secretary to coordinate development of the 1981 farm bill.

Russell has served as an agricultural legislative assistant to U.S. Senator Rudy Boschwitz and as director of government relations for the Pillsbury Company in Minneapolis, Minn.



Kathleen Lawrence



Randy M. Russell

Hispanic Employment Program Council Formed

On the heels of formally establishing a USDA Federal Women's Program Managers Council, the Office of Equal Opportunity (OEO) established the USDA Hispanic Employment Program Management Council.

Similar in mission and scope to the women's council, the new Hispanic council will be making recommendations, initiating, sponsoring, and conducting studies and programs on employment concerns of Hispanics. The council

will provide a forum for information and issues concerning Hispanics and serve in an advisory capacity to the OEO director. Members are composed of agency Hispanic Employment Program managers.

Recently installed officers of the Hispanic council's board of directors include **Richard Cordova Fortune** (Forest Service), president; **Vi Tidwell** (OEO), vice president; and **Jean Beal Freeman** (Extension Service), recorder-secretary.



Officers and members of a newly formed USDA Hispanic Employment Management Council met recently with OEO director Alma Esparza (left), to whom the council will make recommendations about employment concerns to Hispanics. From left to right, members of the council are Jean Beal Freeman, recorder-secretary; Richard C. Fortune, president; and Anna Grayson and Pete Jimenez, council members-at-large. Not pictured is vice president Vi Tidwell.

It's "30" for Ed Curran (and Sam Katz)

Some folks find their occupation so enjoyable and rewarding that they never stop doing it...even after they've retired.

Ed Curran is such a person.

Although Curran retired from the Office of Governmental and Public Affairs a few weeks ago, he's right back in there doing the same job he's been doing for the past 18 years or so. He's just doing it from a different corner now, through a private publication.

Since 1965 Curran has summarized the wealth of agricultural information put out by USDA, analyzed it, put it into perspective, and passed it along to farm writers across the country.

A nationally known farm columnist, Curran's weekly articles have appeared in hundreds of newspapers. His weekly "Farm Paper Letter" circulated to 1,300 outlets a week. He also wrote two other weekly columns: "Agriculture Today," which went to 650 weekly newspapers, and "Food for Thought," a consumer-oriented column sent to 135 suburban newspapers.

Along with a high degree of professionalism, Curran has always been known for working from a spectacularly cluttered desk. Coworkers report that people came from miles around to see it. "If tidiness counted," Curran once quipped, "I'd be drummed out of the corps."

Something else Curran is known for is his wry sense of humor, which often materialized in his articles in the form of a mythical USDA employee named **Sam Katz**. (To learn more about the saga of Sam Katz, see a reprint of an Associated Press article on page 4.)

Although Curran frequently received job offers outside of USDA over the years, efforts to lure him away always failed. Curran's philosophy about that has been: "When you've got the best job they have to offer, why change?"

And he hasn't changed. He's still doing the same thing—telling America what's happening down on the farm—now through a private newsletter, "Food and Fiber Letter," published by Webster Communications.

To gather much of the information he needs, Curran regularly visits USDA offices on the Mall to pick up press releases, reports, and other materials available to the public.

Ironically, many Washington employees claim they see more of Curran now than they did when he was working here. To that Curran replies: "That's because I'm out in the open now instead of behind that desk!" □

*Thanks to Phil Villa-Lobos
Office of Governmental and Public Affairs*



Ed Curran, long-time editor of USDA's "Farm Paper Letter" and other publications, addresses a group of employees and others gathered in honor of his recent retirement.



In celebration of "June Is Dairy Month," Secretary Block, 36 members of the National Dairy Promotion and Research Board, and a cow named Angie visited Van Ness Elementary School in Washington, D.C. The site of a USDA-sponsored event, the school was "adopted" recently by USDA under the national partnerships-in-education program announced last year by President Reagan. Through the volunteer program, the private sector and federal agencies cooperate to promote and improve education in local communities. Above, Secretary Block coaches a student in the art of milking Angie, a research cow from the agricultural research center in Beltsville, Md.

Mythical Crony Retires with USDA Writer

Following is an edited article written by Don Kendall and reprinted with permission from Associated Press, Washington Bureau.

Sam Katz, the gridiron superstar of Esopus Central, moved like a phantom toward the sidelines only seconds to go in the big game. Suddenly, Katz cocked his arm, threw a 60-yard bullet to "Boardinghouse" Smithers at the gun. Esopus wins, 34-33.

That was 1957 or so, says **Ed Curran**, a wiry, puckish man who retired recently as editor of USDA's weekly "Farm Paper Letter." Sam retired with him.

Sam Katz is Curran's brain-child, a fictitious character who has popped up occasionally as head of USDA's tung nut division, an expert on emergency aid to earthquake victims, and more recently, in charge of the government's mung bean operation.

Although Curran has usually taken care to refer to the "mythical" Sam Katz in his items, there have been some lapses in which it wasn't clear that Sam was fiction.

Once in 1971, Curran announced that Katz had been switched to USDA's tung nut division. A national writer did a story about Katz's new job, unaware that it was a joke and that Sam, unlike the tung nut division, did not exist.

"I was really at half-mast there for a while, but nothing happened," Curran said in an interview.

Visions of recrimination plagued him for months. But eventually old Sam Katz emerged again in Curran's copy, unrepentant and full of mischief.

"He could do anything," Curran said. "He was the Department's foremost expert."

Many farm editors think Curran deserves that honor. For years, he has answered queries, looked up statistics, explained intricate farm programs, and when he had no

ready answer referred callers to those who could help.

Sam Katz was born nearly 30 years ago when Curran, then managing editor of *The Citizen-Herald*, a Walden, N.Y., weekly newspaper, was sitting around listening to publisher Raymond J. Duyle recount a sports hoax that was played on some big-city newspapers.

The gimmick involved a mythical college—Plainfield Teachers, Plainfield, N. J.—and its nonexistent football heroics. Each Saturday, someone would call in fictitious scores in which Plainfield Teachers was always the winner. One of its heroes was Billy (Boardinghouse) Smithers, a glue-fingered end with a long reach.

Curran and the others were so fascinated by Duyle's recollection of the Plainfield Teachers hoax that they decided to pull a little one of their own. Sam Katz was the star along with Billy (Boardinghouse) Smithers, Jr.

The imaginary team was Esopus Central High School led, of course, by Katz and Smithers, against other nonexistent teams scattered around upstate New York. There was a community of Esopus, Curran said, but at the time it probably didn't have more than a dozen residents.

"We played only fictitious teams," Curran said. "Real teams don't like to lose to fictitious teams."

Every Saturday evening, Curran would telephone the latest score showing Esopus Central to be a winner to *The Middletown Record*, which was then in competition with *The Middletown Times Herald*. Today, they are one newspaper, *The Times Herald-Record*.

Curran and his fellow plotters reasoned that the *Record* had a newer staff that was relatively unfamiliar with area names and schools. Anyway, the paper printed the exploits of Esopus Central.

But the whole thing got out of hand and was cancelled at midseason after a television network scheduled another look at the old Plainfield Teachers hoax of the early 1940's. Curran and his co-conspirators were "scared to death" the television episode would uncover Sam and his Esopus heroics.

The Sam Katz saga got a bit out of hand again last December 16 during a pre-holiday lull when Curran included another brief: "Sam Katz, once with USDA's kumquat division, later with the tung nut division, and more recently with the mung bean division, may switch to the kiwi fruit division after the first of the year."

Once again, Curran neglected to give Sam a "mythical" characterization. But it sure looked funny to a lot of people.

A columnist on *The Buffalo News* wrote about the item on December 31, noting that "humor is not a staple of the U.S. Department of Agriculture. But now and then its funnybone does shine."

Curran said he suffers no guilt pangs about foisting Sam Katz on USDA readers.

"No, because all these divisions (that Katz worked in) existed," he said. "I thought it was kind of funny that USDA would have such divisions and I wanted to point this out, but not in a mean way." □

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'USDA' Vol. 43, No. 13,
June 27, 1984
Sharon Edwards, Acting Editor

Pay Yourself First with U.S. Savings Bonds

A lot of American workers literally live from payday to payday. After the monthly bills are paid, food and clothing purchased, the auto repaired, and another installment paid on the kids' orthodontic treatments, there's not much left over.

Many regard a program of regular saving more of a luxury than a necessity.

Well, there's an important rule of thumb when it comes to divvying up the biweekly paycheck, and that is: Pay yourself first.

Start Paying Yourself Now

Even if you're able to set aside only a few dollars from each paycheck, remember that *how much* you save is not nearly as important as *saving some amount* regularly.

For as little as 27 cents a day, or \$3.75 a pay period, employees can get in on the best small savers deal around: U.S. Savings Bonds. What's more, employees can begin a saving program the easiest, most painless way possible—through payroll deduction.

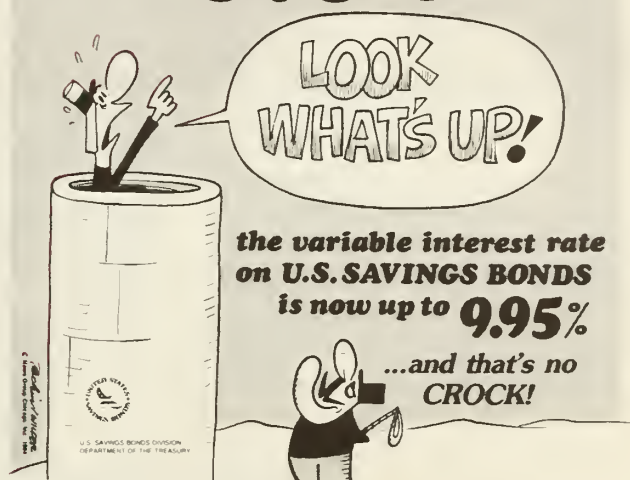
Buy 'em While They're Hot

Although U.S. Savings Bonds are something you can buy anytime of the year, now is an especially good time to either begin a program of purchase, or to increase an existing allotment.

One reason is that the rate of return is no longer fixed, as in the past. With the U.S. Treasury's new market-based variable rates, there's no limit to how much bonds can earn.

Another reason is that the USDA Savings Bond Campaign is in effect from July 16 to August 24. **Michael Hoback**, confidential assistant to assistant secretary Orville Bentley, has been designated the Savings Bond Campaign coordinator for the Department. **Jeanette Jennings**, secretary to deputy assistant secretary Charles Grizzle, will serve as the executive secretary of the campaign.

9.95



Bonds held 5 years or more are eligible for the variable rate and guaranteed minimum of 7.5 percent. Variable rate of 9.95 percent is in effect May 1 through October 31, 1984.

Secretary Block said that the Department's goal is to increase employee participation in the program from the current 30 percent to 40 percent, and to encourage another 10 percent of current Savings Bond purchasers to increase their allotments.

Join 29,000 Believers

Nearly 29,000 USDA employees are participating in the program now. One who isn't the least bit bashful about speaking out in favor of Savings Bonds is **Ken Hatch**, a management analyst with the Office of Finance and Management.

A faithful bond purchaser for the past 20 years, Hatch credits his ability to put a daughter through college with his wise investment in Savings Bonds.

(cont'd on page 4)

Inside—

Animal and Plant Health Inspection Service Fact Sheet (insert)

Wrapping Up A Year of Food and Fitness (page 2)

Wrapping Up A Year of "Food and Fitness"

You can eat all the right foods in the right quantities and combinations, and still not be physically fit. Likewise, you can jog every day, do your calisthenics faithfully, or whatever other form of exercise you choose, and still not be nutritionally fit.

What helps people feel and perform their best is a combination of the two—proper diet and exercise, says USDA.

Calling national attention to the abundance of safe and nutritious food in this country as well as the importance of physical fitness—in conjunction with good nutrition—to people's good health has been the theme of a year-long Food and Fitness Campaign sponsored by USDA, the President's Council on Physical Fitness and Sports, and the private sector.

The campaign began with a 3-day

Food and Fitness Fair on the Mall in Washington in August 1983 and will conclude with another fair to be held August 16-18, 1984.

"Public involvement (in the campaign) has been tremendous," said **Joe Cindrich**, USDA coordinator for the campaign, "thanks to the cooperation with USDA by private industry and other State, county, community, and consumer groups. The campaign has been officially adopted in nearly every State."

State and county Cooperative Extension Services have been coordinating food and fitness programs within the States, and introducing ideas for all sorts of programs and activities that people of all ages can participate in.

With encouragement from Secretary Block and agency heads, more

and more USDA employees are forming lunchtime and afterhours teams—for running, softball, volleyball, soccer, golf—and competing with coworkers or with other agency or community teams.

A marathon runner, who is dedicated to good diet and regular exercise, Secretary Block, appearing on a USDA television program called "Inside/Out: The Story of Food and Fitness," said:

"Research in the United States and several other countries shows us that workers benefit greatly when they participate in regular physical activity programs and observe good nutritional habits.

"They miss fewer workdays because of illness, they're less vulnerable to accidents, they have a higher overall work output, they

(cont'd on page 3)

A Message from the Secretary

Dear Friends:

I am pleased to see the high level of interest and support that USDA employees across the country have shown in our Food and Fitness program.

All around the country USDA agencies are promoting and encouraging participation in various food and fitness activities. In addition, the Cooperative Extension Service has taken the lead responsibility in educating the general public of the importance of a wholesome diet combined with the right type of physical exercise.

Now, with the advent of summer and increased interest in outdoor activity, the Food and Fitness Campaign will focus on two major national events. The first is to be held in Eugene, Ore., in conjunction with the 1984 Olympic Scientific Congress. The second is the Food and Fitness Fair in August, which will again be held on the Mall in Washington, D.C. In addition to exhibits and food demonstrations, grass skiing, bicycling, and dancing are just a few of the activities that will highlight recreational ways of keeping fit. Last year's Food and Fitness Fair attracted over 100,000 visitors.

Thank you for your personal involvement in food and fitness. It is a pleasure to see from the participation in the many USDA sports teams in Washington and in the field this year that the message of food and fitness is being heard by all of you.

You are to be commended for your desire to improve your sense of well-being and to learn more about overall good health. Staying healthy benefits not only you but also your family and your work.

Your continued interest and participation is appreciated, and your small investment of time and energy will enable USDA to be recognized for its leadership in this vital effort.

Sincerely,



JOHN R. BLOCK
Secretary

Animal and Plant Health Inspection Service

Responsibilities

The Animal and Plant Health Inspection Service (APHIS) protects the Nation's animals and crops from exotic diseases and pests. In suppressing domestic outbreaks of such diseases and pests, the agency cooperates closely with affected States and the agricultural community.

Programs

Pest and Disease Exclusion: APHIS inspects agricultural imports in the country of origin or at U.S. ports of entry to be certain they are not carrying foreign animal or plant diseases or pests.

Survey and Detection: Conducted cooperatively with farmers, ranchers, and State and industry officials to detect animal and plant disease and pest outbreaks as early as possible, before they spread or cause large-scale destruction.

Eradication: Where feasible, to eliminate outbreaks of highly destructive diseases and pests. Twelve diseases of livestock and poultry have been eradicated from the United States in the past century. A number of serious plant pests (e.g., Medfly) have also been eradicated.

Management or Control: Containment of spread or suppression of damage through a variety of means when the most practical and economical choice is to live with a disease or pest.

Regulatory: Establishment of and enforcement of regulations minimizing the risk of the spread of animal and plant diseases and pests. Regulation also includes (1) testing and licensing animal vaccine and serums to assure their safety, pureness, potency, and effectiveness; and (2) establishing and enforcing standards for the humane care and treatment of domestic, research, and show animals.

International: Direct aid and technical support to other nations and international organizations in cooperative programs to eradicate foreign disease and pest outbreaks and to improve overseas animal and plant health programs. These activities safeguard U.S. agriculture by eliminating destructive disease and pests before they reach our shores, reducing hunger and malnutrition in under-developed nations, and creating new markets for U.S. agricultural exports.

Organization

APHIS is under the jurisdiction of the Assistant Secretary for Marketing and Inspection Services, who also oversees the activities of the Agricultural Marketing Service, Agricultural Cooperative Service, Food Safety and Inspection Service, Federal Grain Inspection Service, Packers and Stockyards Administration, and the Office of Transportation. APHIS is headed by an administrator and its two program organizations headed by deputy administrators: Plant Protection and Quarantine (PPQ) and Veterinary Services (VS). Administrative support is provided by Administrative Management (AM), also headed by a deputy administrator. APHIS also has a foreign service, whose members are stationed in various countries conducting preclearance activities and participating in various international assistance programs.

Information Contact

1. Director, Information Division
Animal and Plant Health Inspection Service
Room 732, Federal Building
U.S. Department of Agriculture
Hyattsville, Md. 20782
Telephone: (301) 436-7776

Topics of Current Interest

Enforcement: In March 1984, a new law giving APHIS the authority to levy civil penalties went into effect. The law strengthens APHIS enforcement of regulations prohibiting entry into the United States of foreign plant and meat products that could bring in diseases and pests harmful to U.S. agriculture. The new authority is also being applied against violations of federal regulations governing interstate movements of livestock.

Avian Influenza: An emergency Federal-State effort to eradicate this destructive poultry disease in Maryland, New Jersey, Pennsylvania, and Virginia has included eliminating over 13 million infected chickens and turkeys at a cost

of over \$51 million in indemnity and task force costs.

Screwworm in Mexico: This costly parasite of cattle is expected to be eradicated in most of Mexico by the end of 1984. Eradication is being carried out in cooperation with Mexico, under the U.S.-Mexican-Screwworm Commission.

Mediterranean Fruit Fly: An outbreak of this pest occurred in the Mexican-Guatemalan border area in December 1983. Since then spraying and the release of sterile flies have been conducted in cooperation with Mexico and Guatemala. Slow but steady progress is being made under difficult conditions. Before the outbreak, Mexico had been declared Medfly-free.

Animal and Plant Health Inspection Service Facts

- APHIS has 81 treaties, agreements, and memoranda of understanding with 38 foreign governments relating to animal and plant health cooperation.
- Suppressing the recent outbreak of the Mediterranean fruit fly in California cost over \$100 million. However, not suppressing the outbreak would have cost citrus growers an estimated \$524 million in annual losses.
- An outbreak of foot-and-mouth disease in the United States could spread to as many as 17 States in 24 hours. Direct and indirect costs could amount to \$10 billion in the first year alone.
- Plant pests—insects, weeds, and diseases—cause more than \$30 billion in damage each year to U.S. crops.
- In FY 1983 APHIS port inspectors cleared some 284 million travelers and their baggage. They inspected more than 237,000 airplanes and 522,000 cargo shipments, making over 1,200,000 interceptions of prohibited articles and pests.
- North and South Carolina cotton growers voted to fund 70 percent of the costs of a 3-year boll weevil eradication program. Early season surveys show that the eradication effort, underway since July 1, 1983, is on schedule. Eradication promises to increase cotton yields and to reduce production costs and pesticide use.
- APHIS helps administer the Endangered Species Act. The U.S. Department of Interior issues permits for the international movement of such species, while APHIS port inspectors, trained to identify regulated species, are responsible for enforcement.

Computers on the Farm

What will farming in the United States be like in the future?

For one thing, computers doubtless will be an integral part of the farming operation, said **Wayne Rasmussen**, a USDA historian with the Economic Research Service in Washington, D.C.

In a recently released USDA publication called "Computers on the Farm," Rasmussen wrote:

"By 1990, the computer will probably be as important a part of the commercial farmer's operation as the pickup truck. Farmers may well flip on their computers—instead of their radios—first thing

in the morning to get the latest market prices, to get a rundown on weather and growing conditions for major worldwide areas, as well as data on prices, market conditions, credit terms, transportation and storage rates, and related forecasts, and finally a list of priorities each day to take advantage of these conditions.

"The computer can be seen as the 'third revolution' in American farming. The first revolution was the use of the horse, which added animal power to human power. The second was the switch from the horse to the tractor, which again expanded the power an individual could wield. But the com-

puter is a different kind of technological advance because it adds to the farmer's power to manage.

"The computer should lead to more efficient management of machines and energy and should help in other farming operations such as cost accounting, mixing feed rations, and applying fertilizers and other resources efficiently. Some farmers now have computers of their own, and many others have access to computer systems through their county agricultural agents."

Rasmussen further noted that getting the right system—the combination of hardware (the physical equipment) and software (the computer programs)—is the problem farmers must solve before they can make the most of the computer revolution.

To aid farmers in solving such problems, USDA has published "Computers on the Farm," a booklet prepared by **Deborah Takiff Smith**, a public affairs specialist with the Office of Governmental and Public Affairs.

The 37-page booklet includes practical information for potential users ranging from a description of the components of a microcomputer to how to choose a microcomputer system and linking the system with USDA and other information sources by telephone. The booklet also contains a helpful glossary of computer terms.

Single copies of "Computers on the Farm" are available for \$1.75 from the Superintendent of Documents, U.S. Government Printing Office (GPO), Washington, D.C. 20402. A discount of 25 percent will be allowed to quantity purchasers (100 or more copies) when mailed to a single address.

All orders should be sent to GPO. Remittances can be made by check or money order payable to the Superintendent of Documents. GPO also accepts Master Charge and Visa credit cards on phone orders placed to (202) 783-3238. □

(cont'd from page 2)

suffer fewer emotional disorders and physical disabilities.

"As Secretary of Agriculture, I'm proud of the productivity displayed by USDA employees. I know that for myself I'm happier when I'm productive. And I also know that my productivity is directly related to my ability to maintain a daily schedule of physical fitness and good nutrition habits. I also believe that USDA must commit resources to assist you in maintaining physical and mental health."

Probably the most vivid demonstration of how good food and physical fitness relate directly to performance is the Olympic Games. This year USDA will be participating in the official beginning of the 1984 summer event—the 1984 Olympic Scientific Congress, an international scientific conference held in cooperation with the United States Olympic Committee and 1984 Summer Olympic Games.

Assistant secretary for science and education **Orville Bentley** will represent USDA at opening ceremonies on the 19th and will be a keynote speaker on 23rd to discuss the "Health and Fitness Revolution" before an audience of 6,000. □

Are You A New Boss?

The Office of Personnel notes that the final FY 84 "Basics of Supervision" (BOS) training course is scheduled for August 20-24, 1984, in Washington, D.C.

The BOS course is designed for employees who are recently appointed supervisors or who are high-potential employees targeted for supervisory positions.

The 5-day session costs \$205. Nominations will be accepted through the close of business July 23, 1984, on an SF-182 training authorization form. Employees interested in taking the course should check with their supervisors.

All SF-182 forms should be submitted to Office of Personnel, Security and Employee Management Training Section (SEMTS), Room 16-W, Administration Building, USDA, Washington, D.C. 20250.

Anyone who has questions about the BOS course may call **Gaye Wilson**, 447-7358.

(cont'd from page 1)

Hatch said he started out small, but made a point of increasing his allotment every year.

"Every time you get a pay raise," Hatch said, "first thing you should do is designate a portion for increasing your savings."

After he had accumulated well over \$20,000 worth of Savings Bonds over a 20-year period (the purchase price was about half that amount), Hatch said he converted the bonds to a money market fund just before his daughter enrolled in college. Then he wrote checks from the fund to pay for his daughter's tuition.

"Saving is one of the most important things you can do—for yourself and for your family," said Hatch. "If you don't save now, you'll be sorry farther down the road."

Best Small Saver Rates Around

Employees who start off saving a small amount and who have it withheld from their salaries through payroll deduction soon become accustomed to not having that amount to spend each pay day.

Let's say you begin saving the minimum of \$3.75 a pay period. In 10 weeks, or five pay periods, you'll receive a Series EE Savings Bond with a face value of \$75. That's twice the amount you paid for the bond. Under the old method of computing interest, bond holders had to wait 10 years—when the bonds reached maturity—to redeem them at the face value.

However, under the U.S. Treasury's new method of computing interest—called market-based variable rates—there's no upper limit on how much U.S. Savings Bond can earn. Plus, Treasury noted, bonds generally reach their face value in about 7 or 8 years instead of 10 years. So, if you hold your bonds even longer, you can receive much more than the face value.

To be eligible for the variable rate

of interest, bonds must be held for at least 5 years. At that time, they are then guaranteed to begin earning a minimum of 7.5 percent, but will usually earn a much higher rate of interest. For example, the May-October 1984 interest rate for Series EE Savings Bonds is 9.95 percent, up more than 1/2 percent from the previous semiannual interest period.

Interim yields for newly issued bonds held less than 5 years range from 5.5 percent after one year to 7.25 percent after 4 1/2 years. Bonds cannot be redeemed until 6 months after the issue date.

Set Realistic Goals

It's important to set realistic goals when buying bonds. Although it's good to get enthusiastic over saving, if you try to start out too big, chances are you'll be redeeming bonds before they've had a chance to begin receiving the highest rates of interest. Before they've had a chance to do you the most good. That's why Savings Bonds should be regarded as an investment for the future.

Sure, there are other types of investment deals in which people can earn a little higher rate of interest over a shorter period of time. *But*, you also need several thousand dollars to get in on them. If you haven't been saving smaller sums regularly to build up to those larger sums, well, it's unlikely you'll ever get there.

Be prepared to sign up for a Savings Bond program when your agency representative visits you during the following weeks. Years from now, you'll be glad you did.

'USDA' is published biweekly by the U.S. Department of Agriculture, Office of Governmental and Public Affairs, Rm. 114-A, Washington, D.C. 20250, for distribution to employees only by direction of the Secretary of Agriculture. Retirees who request it may continue to receive 'USDA'.

'USDA' Vol. 43, No. 14,
July 11, 1984

Sharon Edwards, Acting Editor

PEOPLE

USDA radio and television specialists in Washington, D.C., this year garnered four top awards presented by the National Association of Government Communicators (NAGC).

A radio specialist in the Office of Governmental and Public Affairs (OGPA), **Gary Crawford** received two Gold Screen Awards for radio features he produced: "Happy Birthday, You Old Bag!" about the 100th birthday of the paper grocery bag; and "The Petal Pushers," a documentary on the floral industry.

Lynn Wyvill, a public affairs specialist with the Economic Management Staff (EMS), won a Gold Screen Award for her production of "Women in Agriculture," a five-part television series exploring the contributions and the role of women involved in agriculture, both on and off the farm.

OGPA's Video and Film Center received an award for "Inside/Out: The Story of Food and Fitness," a 30-minute television program exploring the relationship between what we eat, how much we exercise, and the quality of our daily life.

Dave Carter, head of EMS' radio and television, served as chairman of the NAGC Gold Screen competition and has been selected as chairman for the 1985 competition as well.

Off the Track

If you're wondering why you received this issue of 'USDA' later than usual, don't blame your delivery system. It's because it was published later than usual.

'USDA' had a minor derailment, but should be back on track soon. Your patience is appreciated.

265 Getting to the Heat of A Weighty Matter //

Are you one of those people who seem to gain weight just by passing near a bakery? Or perhaps you have the opposite problem—trying to gain weight and can't. Still, others don't seem to have much problem either way.

The Agricultural Research Service is delving into the mystery of why some people gain weight while others do not on similar amounts of food and exercise. To do that, scientists and computer specialists will use a new live-in calorie counter called a human calorimeter (kal-eh-rim-eter) that was

assembled at the Beltsville Human Nutrition Research Center.

The device is the first room-size unit in the United States to combine direct and indirect calorimetry (heat measuring techniques) to measure energy produced by metabolizing food in the human body.

"No one really knows how much food a woman or a man really requires for today's modern, take-the-elevator, watch-it-on-television living," said C. E. Bodwell, chief of ARS' Protein

Nutrition Laboratory in Beltsville, Md. The calorimeter, Bodwell said, will help determine how much energy is in foods and how people make use of this energy.

From the outside, the 9x10x8 foot calorimeter looks like a large, walk-in refrigerator with two small windows. However, the inside is rather homelike, said Bodwell. The chamber is comfortably heated and well lighted, and living conditions will be as close to normal as possible.

(cont'd on page 2)

The Better To Serve You

Established over 40 years ago as the official house organ of the U.S. Department of Agriculture, the biweekly 'USDA' Employee Newsletter is published for the benefit of the thousands of employees working in the Department's numerous agencies throughout the country and the world.

The primary function of the newsletter is to help instill a sense of pride among employees in their Department and in their service to the public by introducing coworkers who have distinguished themselves within the Department and their communities.

Another function of the newsletter is to serve as a direct line of communication between the Secretary of Agriculture and employees and to inform employees about major changes in Departmental policy and programs.

The newsletter also notifies employees of major Departmental events; answers employees' questions about personnel policies; offers suggestions from employees on ways to do their jobs better or to save the Department money; and introduces newly appointed officials and publishes interviews on their views and proposals.

'USDA' has traditionally published updated Departmental picture organization charts and, since the spring of 1983, fact sheets on the responsibilities, programs, organizations, and information contacts for individual USDA agencies.

Depending on agencies' decisions regarding distribution of 'USDA', some employees receive copies of their own; on the average, however, employees share a copy of the newsletter with four or five coworkers. Too, the method of distribution varies among agencies, with some receiving bulk quantities and redistributing on their own, while others elect to have distribution performed by the Office of Operations in Washington, D.C.

Pinpointing problems associated with distribution and learning whether the content of 'USDA' satisfies the majority of readers is difficult to determine without feedback from readers.

Therefore, employees are encouraged to fill out and return the survey form inside this issue to help determine whether the format, content, and frequency of publication, and methods of distribution are best serving employees' needs.

Thank you for your help.

(cont'd from page 1)

Volunteers will stay in the chamber from 2 days to 2 weeks depending on what foods and exercise patterns are being studied, and may bring along books, magazines, and similar material. They will not be permitted to have television sets inside the chamber, though, because they give off heat.

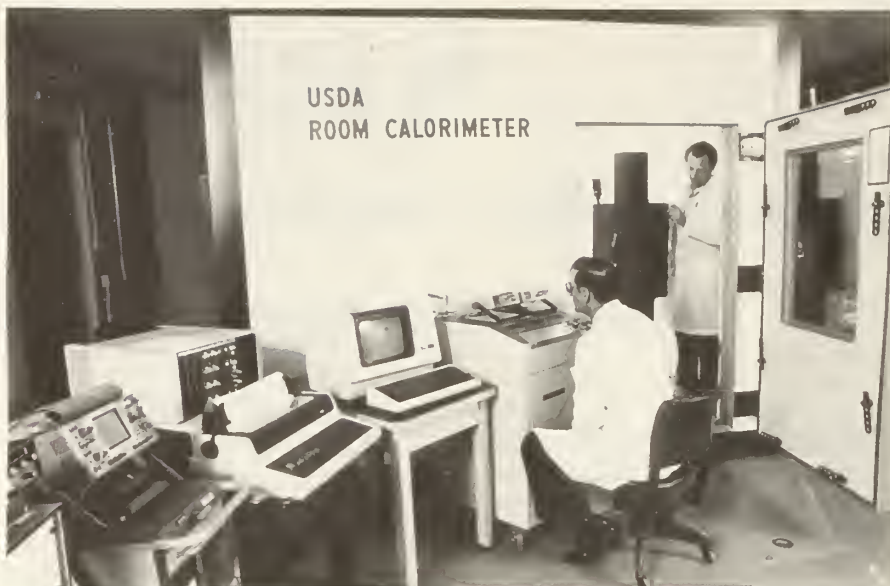
Sensors in the walls and in the air flowing out of the calorimeter will provide the direct measurements of heat given off through the skin of the person inside. Indirect calorimetry will measure the normal decrease in oxygen and increase in carbon dioxide in the air caused by breathing as well as the amount of urea in waste products.

Bodwell said that measurements will then be used to calculate the amount of food or body tissue used to produce heat. Ideally, he said, the direct and indirect methods should agree closely.

To gather all this data, a sleek, grey computer will continuously monitor over 16,000 temperature sensors imbedded in the interior walls of the calorimeter. Another instrument under the computer's control, a mass spectrometer, will constantly compare the percentages of oxygen, nitrogen, and carbon dioxide in the air entering the chamber and in the air coming out.

Designed to measure temperature changes in the air of only one thousandth of a degree, the calorimeter will easily monitor the 1,600 to 2,400 calories an average size adult expends each day. The amount of heat produced through such calorie expenditure can heat 90-135 cups of water to a boil.

Bodwell said that over the next several years, the calorimeter will be kept busy reassessing caloric values in today's food. Many of the calorie tables nutritionists now refer to, Bodwell noted, were established in the 1890's and lack information about the highly processed ingredients present in today's foods. □



Seated just outside of the USDA Room Calorimeter at the Beltsville Human Nutrition Research Center, C. E. Bodwell scans data from the unit while Wayne C. Marcus, a computer systems programmer, makes adjustments to the calibration dummy "Kelvin." USDA scientists expect that the new "live-in calorie counter," where volunteers will spend anywhere from 2 days to 2 weeks, will help solve the mystery of why some people gain weight while others don't on similar amounts of food and exercise.



During a recent visit to the White House by the National 4-H Council's Board of Trustees, President Reagan greeted members of the board including Orville G. Bentley (right), assistant secretary for science and education. Honorary chairman of the National 4-H Council, President Reagan said he was proud to have five 4-H alumni among his chief advisors, and also expressed the First Lady's appreciation for the 4-H commitment in helping solve the Nation's drug and alcohol abuse problems.

'USDA' Reader Survey

(Insert to 'USDA' Employee Newsletter, Vol. 43, No. 15, July 25, 1984)

Italicized numerals in parentheses are for internal use.

1. How often do you receive the biweekly 'USDA'? (5)
 - a. Regularly_____
 - b. Most of the time_____
 - c. Occasionally_____
2. How long after the issue date do you generally see 'USDA'? (6)
 - a. Less than 1 week_____
 - b. 1 week_____
 - c. 2 weeks_____
 - d. 3 or more_____
 - e. Don't know_____
3. With how many others do you share each issue of 'USDA'? (7)
 - a. None_____
 - b. Fewer than 5_____
 - c. 5-10_____
 - d. More than 10 _____
 - e. Don't know_____
4. How much of 'USDA' do you generally read? (8)
 - a. All of it_____
 - b. Some of it_____
 - c. Very little_____
 - d. None_____
5. How often and with what number of pages do you think 'USDA' should be published? (9)
 - a. Biweekly with 4-6 pages, as is_____
 - b. Monthly with 4-6 pages_____
 - d. Monthly with 8-10 pages_____
 - d. Never_____
6. What do you most enjoy reading in 'USDA'? (Number in order of preference).
 - Human interest stories_____ (10-11)
 - USDA and agency program articles_____ (12-13)
 - Retirement, pay, and other employee benefit items_____ (14-15)
 - Q's & A's with top officials_____ (16-17)
 - Messages from the Secretary_____ (18-19)
 - "PEOPLE" items_____ (20-21)
 - Money-saving ideas_____ (22-23)
 - Safety and health features_____ (24-25)
 - Appointment notices_____ (26-27)
 - Topical issues, such as the recent one for Reform '88_____ (28-29)

(over please)

'USDA' Reader Survey (cont'd)

7. How useful are the agency fact sheet inserts in **'USDA'** to you? (30)

a. Very useful _____ b. Sometimes useful _____ c. Seldom useful _____

8. What I want to see in **'USDA'** is: _____

9. What I don't want to see is: _____

Background Information

10. Your agency? Please check: (31-35)

ACS____ AMS____ APHIS____ ARS____ ASCS____ BCA____ CSRS____ EAS____ EMS____
ERS____ ES____ FAS____ FCIC____ FGIS____ FmHA____ FNS____ FS____ FSIS____
HNIS____ JO____ NAL____ OALJ____ OBPA____ OCA____ OE____ OEO____ OFM____
OGC____ OGPA____ OGPS____ OICD____ OIG____ OIRM____ OO____ OP____ ORDP____
OSDBU____ OT____ P&SA____ REA____ SCS____ SEC____ SRS____ WAOB____

11. Where are you located? (36-37)

Washington, D.C., metro area _____

Field _____ (list two-letter State abbreviation, or PR, or VI)

Foreign country _____

12. Which of the following occupational categories best describes yours? (38-40)

Clerical____ Administrative____ Educational____ Technical____
Scientific____ Investigative____ Analytical____ Managerial____

NOTE: Because **'USDA'** is often shared among several employees in the same office, managers are encouraged to have copies of this form made so that all employees can respond to the survey. The forms may be returned directly to the address below or through agency interoffice mail systems. Thanks for your help.

Please return to: 'USDA' Employee Newsletter
Room 114-A, Administration Building
Office of Information, OGPA
U.S. Department of Agriculture
Washington, D.C. 20250

Say "Charge It" When You Travel

Having to fill out those tedious GTR's (Government Transportation Requests) and requests for travel advances to cover anticipated expenses associated with traveling on business for the government are becoming a thing of the past.

Five thousand USDA employees are now paying their government travel expenses in the same way as most who are traveling for personal reasons. They're saying "charge it" for everything from their airline and railway tickets to hotel rooms to meals to rental cars. What's more, they don't have to use their personal credit cards anymore for those expenses, as many did in the past.

What makes this possible is that USDA is participating with the General Services Administration (GSA) in a new travel initiative that allows certain Federal employees to use Diners Club Charge Cards for travel expenses.

Following are some questions many employees have had about the new program. The answers are provided by the Office of Finance and Management.

Q. Who can get a card?

A. Individual USDA agencies will determine who will receive cards. As a general rule employees who expect to make at least two trips a year will receive a card.

Q. Why is the Department using the card?

A. To provide a means of substantially reducing travel advances and save the associated interest costs. In the past, USDA had about \$13 million in outstanding travel advances annually. The card will cut that amount by at least 60 percent. Also, the card will improve ticket accountability and will reduce the use of GTR's which are very expensive to use and process.

Q. How should the card be used?

A. The card can and should be used for most official travel related expenses—to purchase common carrier tickets, for

hotel/motel rooms, rental cars, and most meals.

Q. How will the card benefit employees?

A. Unlike most similar personal charge accounts, the card does not carry an annual fee, interest, or late charges. Also, since employees will no longer need to use their personal cards for travel, it will free up personal lines of credit. Diners Club has also established a network of hotels where personal checks can be cashed using the card as identification.

The program also includes \$150,000 free travel accident insurance and free lost baggage insurance when common carrier tickets are charged to the card.

Other features and protections of the card include—

—No established credit limits for expenditures on cards.

—No credit checks on employees designated to receive cards.

—No release of credit information to other than authorized USDA agency officials or the cardholder.

—No selling or otherwise providing employees' names or addresses to other commercial interests.

Q. What if the card is lost or stolen?

A. If the loss is reported immediately, employees are not liable for any charges made to the card. (Employees are currently liable for lost or stolen travel advances and can be liable for lost GTRs and tickets unless they can show that the loss was not caused by negligence.)

Q. Will cardholders still have to get authorization to travel?

A. Yes. Employees must continue to obtain approval and authorization of official travel using a Travel Authorization (AD-202), as in the past. Other travel requirements, such as the use of contract city-pair airlines and GSA automobile rental contracts, must continue to be fully observed.

Q. Will cardholders still be able to receive travel advances?

A. Cardholders will still be able to obtain a small advance commensurate with out-of-pocket expenses not chargeable to the card. In most cases, travelers should not need more than \$20 a day.

Q. Can cash advances be charged to the card?

A. Not in the United States. Diners Club cannot legally make advances on the card domestically; however, cash advances are available in most foreign countries.

Q. How is payment made to Diners Club?

A. A separate account is established for each employee, who will receive the card and all bills at home and be responsible for making payment to Diners Club for all valid charges. If employees are conscientious about submitting their vouchers promptly, reimbursement will be received well before payment is due.

Q. Can the card be used for change of station expenses?

A. Yes, for a number of expenses associated with a change of station, such as house hunting trips, temporary quarters expenses, employee and dependent travel, and many miscellaneous expenses. However, the card cannot be used for moving household goods.

Employees who want more information on the charge card program should contact their agency administrative office. □

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'USDA' Vol. 43, No. 15,
July 25, 1984

Sharon Edwards, Acting Editor



Secretary Block recently congratulated two Washington, D.C., area employees as recipients of the Secretary's Public Liaison Award. The award winners are William C. Hauser (far left), chief of the paperwork management branch in the Food Safety and Inspection Service, and Wilson J. Parker (far right), director of the rural development division in the Soil Conservation Service. Hauser was cited for developing and maintaining a communications system with State and local Food and Agriculture Councils



(FACs), resulting in better service to the agricultural community. Parker was cited for exceptional leadership in the national Food and Agriculture Council for which he helped develop a committee system at the State and local level. The Public Liaison Award was established in 1981 by Secretary Block to recognize excellence in making USDA programs more efficient and more responsive to local people and local conditions.

More Reasons To Save with Savings Bonds

In case some employees haven't quite made up their minds about whether to buy U.S. Savings Bonds during the USDA Savings Bonds Campaign, here are some other advantages to buying bonds—aside from Treasury's new way of computing interest—

Tax advantages for purchasers of savings bonds include:

- No State or local income taxes of interest earned from Series EE Bonds. For Federal income tax purposes, interest may be reported as it accrues or may be deferred until the bonds are cashed, disposed of, or reach final maturity, whichever comes first.

- Tax-free interest applied toward a college education when bonds are purchased in a dependent child's name (with the purchaser as the beneficiary). Under the Internal Revenue Code, up to \$1,000 in unearned income (or interest) may be accumulated each year without tax liability. Thus, a child with no other income could earn up to \$1,000 interest per year tax-free.

- Two tax-savings options for retirees who wish to supplement their retirement income with savings bonds and report the tax-deferred interest when they're in a lower tax bracket, or who wish to exchange accumulated Series EE bonds for Series HH bonds. Series HH bonds pay interest as it's earned by semiannual Treasury checks, and tax need not be paid on the accumulated interest until the HH bonds are cashed or reach final maturity. □

Is String
The Only Thing
You Can Save?



Then You
Had Better Buy
U.S. Savings Bonds

Wishful Thinking

Getting a paycheck every week instead of every 2 weeks would be very nice indeed—if the amount of the weekly paycheck were the same as the biweekly. Engaging in such wishful thinking every now and then isn't so bad, except when one confuses the fantasy with reality.

Seems that's what happened on page 4 of the July 11 issue of 'USDA' where a paragraph in an article about buying U.S. Savings Bonds read: "Let's say you begin saving the minimum of \$3.75 a pay period. In 10 weeks, or five pay periods, you'll receive a Series EE Savings Bond with a face value of \$75."

The second sentence should have begun with: "In 20 weeks, or 10 pay periods..." The purchase value of a \$75 bond is \$37.50. Hence, 10 allotments of \$3.75 a pay period—every 2 weeks—are needed to purchase the \$75 bond.



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No. 47, July/August, 1984

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NAL NEWS NOTES



FOOD AND FITNESS FAIR

Received
"Jog Your Mind. Run To The Library" is the theme of NAL's exhibit in celebration of USDA's Food and Fitness campaign.

Procurement Section
Current Serial Records

The 1984 Food and Fitness Fair is a part of USDA's effort to increase consumer awareness about the abundance and variety of food available through American agriculture and to emphasize the wise use of these foods with sound physical fitness programs. To get this message across to all Americans, the Fair will feature exhibits and demonstrations on food, nutrition, and physical fitness.

The second annual Fair will be held on The Mall in Washington, D.C. between 12th and 14th Streets (near the Smithsonian Metrorail stop) on August 16, 17, and 18. Exhibits will be open from 10:00 a.m. to 4:00 p.m. each day. The Fair is sponsored by USDA in cooperation with the President's Council on Physical Fitness and Sports with private industry.

Some of the special attractions include a celebrity run, farm animals and machinery, a farmers market and herb garden, nutrition and weight control tips, a sports clinic, exercise and physical fitness demonstrations, food preparation and food safety tips, and on-stage acts and entertainers. The Florida State Aerial Circus will be on The Mall and Larry Brown (Redskins), Brooks Robinson (Orioles), and Sugar Ray Leonard are expected to make an appearance. (Farkas/Jacobs)

QUICK BIBLIOGRAPHY SERIES

NAL's highly visible QB Series was given special mention in the Conservation Tillage News recently. Special commendations, appreciations via telephone and letters were also received from the following organizations thanking the Reference Staff for "these very useful bibliographies": State of Florida, Department of Agriculture and Consumer Services; Auburn University; Caribbean Agricultural Research and Development Institute; USDA-ARS; AERC-CSU, Ft. Collins, Colorado; and several USDA Field Offices. (Lassanyi)

DESIGNING EXCHANGE FILE FOR COMPUTER

Planning the file of foreign exchange institutions to be set up in the IBM-PC has been initiated with ISD's assistance. This database, when completed, will include records of all foreign exchange partners, their addresses, publications provided by them, and publications provided to them. (Kulp)

REASSIGNMENTS

It is now possible for another step to be made in implementing the new NAL organization.

Ms. Mary Lassanyi has assumed her duties as Head, D.C. Branch. She will be fully responsible for developing and implementing the new reference concept for the Branch. Maria Pisa has also been reassigned from NAL, Beltsville, MD to the D.C. Branch.

Ms. Evelyn Brownlee has assumed the duties of the supervisor of the CALS project at NAL, Beltsville. Also, she will continue to supervise the stacks and document delivery at the D.C. Branch. She will be spending about half time on each project. Mr. Jerome Rafats has been transferred to NAL, Beltsville. Mr. Sheldon Cheney will continue his assignment at the D.C. Branch for the present. Mr. Carl Younger and Mr. Michael Chisley will continue at the D.C. Branch through September 30, 1984, at which time they will be reassigned to NAL, Beltsville. Ms. Erastine Williams will continue her assignment at the D.C. Branch until December 31, 1984, at which time she will be reassigned to NAL, Beltsville.

Ms. Jennie Brogdon, Head, Economics and Marketing Branch, has assumed the duties of Acting Head of the Reference Staff.

These reassignments are important to NAL in structuring the organization for carrying out the new role for D.C. Branch and for providing continuity in leadership of the CALS project. (Howard)

FAREWELL TO MELODY AND RUBEN ARAGON

Melody (Acquisitions) and Ruben (Education & Information Staff) have resigned their positions at NAL and are moving to Ruben's hometown of Las Vegas, New Mexico. With Melody's expertise in accounting and Ruben's superior knowledge of computers they will be valuable assets to the pharmacy and ranching businesses of the Aragon family. A luncheon in their honor attended by more than 75 friends and co-workers was held on August 1st. They will be missed, but never forgotten. (Jacobs)

SMITHSONIAN MUSEUM TO SHOW USDA EXHIBIT, "100 YEARS OF ANIMAL HEALTH"

The Smithsonian Institution will show a USDA exhibit titled "100 Years of Animal Health" at the National Museum of American History, July 11 - September 11. (See also NAL NEWS NOTES No. 46, June 20, 1984.)

The USDA exhibit will be seen by a million or more visitors this summer. It will feature the fight against animal plagues that were ravaging our country when Congress created the Bureau of Animal Industry within USDA in 1884. Since the creation of the Bureau, a dozen dangerous animal diseases have been eradicated in this country, beginning with contagious bovine pleuropneumonia in 1892 and ending with hog cholera in 1978.

Among the unusual objects to be displayed at the museum is a microscope used by one of three USDA scientists whose work revealed the link between ticks and Texas cattle fever, now eradicated in this country.

Functions of the Bureau of Animal Industry are now carried out by several agencies of USDA: the Agricultural Research Service, the Animal and Plant Health Inspection Service, the Food Safety and Inspection Service, and the Packers and Stockyards Administration. (Farkas)

WEEKEND GARDENER

- o During the hot summer, let your grass grow $3\frac{1}{2}$ inches so it will need less water and retain soil and fertilizer.
- o To save water, water your lawn in the coolest part of the day, preferably late evening.
- o Collect grass and leaf clippings for on-site composting or bag them for pickup. Don't hose driveway dirt, trash clippings, leaves or grass cuttings into the street where they may be carried to streams and storm drains.

(The Columbia Flier, July 19, 1984)

AGRICOLA, CRIS, AND CALS WORKSHOP

The National Agricultural Library will be sponsoring an intensive level AGRICOLA, CRIS, and CALS workshop, September 17-21, 1984, in Washington, D.C. The workshop is designed to train librarians, information specialists, research scientists, and managers in the efficient use of these three interrelated USDA information systems and services.

The workshop is intended for professional librarians and technical information specialists, as well as researchers, scientists, and educators with a steady need to search for agricultural information from an online system.

The seminar fee is \$300.00. However, the tuition is waived for employees of the federal, state and local government, as well as individuals employed by land-grant universities.

Individuals wishing to attend the seminar should submit their request at least 2 weeks prior to the workshop on letterhead stationery to: Education & Information Staff, National Agricultural Library, Room 203, ATTN: Charles Bebee, Beltsville, Maryland 20705. Emergency telephone reservations or inquiries may be made by calling (301) 344-3937. Additional workshops will be scheduled later in the year.

Compiled by Marilyn Jacobs, Public Affairs Assistant, Education and Information Staff.

IN-SEARCH RETRIEVAL PROGRAM

The evaluation of the In-Search Program, which assists a user in doing DIALOG searches from the IBM-PC, has been completed. It has been judged to be reliable, easy to use, and well documented. A full report of its capabilities will be issued shortly. (Andre)

AD HOC LIBRARY COMMITTEE ON FOOD SCIENCE ESTABLISHED

On June 4, the first meeting of the Ad Hoc Library Committee on Food Science was held at NAL. Members of the committee are from USDA agencies who are concerned with food safety/science issues. The discussion focused on audiences served, current and future issues, and publications. Participants were asked to complete a questionnaire designed to further assess needs and resources. This information will provide the guidelines needed for collection development. (Frank)

HISTORIC CAPITOL PILLARS MOVED TO U.S. ARBORETUM

Twenty-four gray sandstone columns that once supported the East front of the U.S. Capitol got a new lease on life when they were moved to the U.S. National Arboretum.

The huge, hand-carved columns had been lying since 1975 in a weed overgrown field a few miles from Washington. Their arrival at the Arboretum was acknowledge by Assistant Secretary of Agriculture Orville G. Bentley at a ceremony in which he thanked the Friends of the National Arboretum (FONA) for their continuing support of improvements at the National Arboretum.

Mrs. Edward Rea, president of the friends of the National Arboretum, said that the columns which had been designed and placed on the capitol building between 1800 and 1820 have too much historic value "to just let the sun, wind, and rain erode them away or to have them carved up for souvenirs." Mrs. Rea says the 1000-member FONA will be seeking public donations nationwide to place the columns in their final setting on the Arboretum's 444-acre grounds. So far, just replacing the rotted wooden crates and loading and hauling the columns to the Arboretum has cost the organization around \$66,000.

The Friends have been in touch with noted British landscape architect Russell Page and with USDA officials to design an appropriate placement for the 25-ton historic treasures. Although the Friends were instrumental in accomplishing the transfer, the dream of putting the columns on display really belongs to one of its honorary members, Mrs. George Garrett. For more than 20 years, she steadfastly pursued the idea of reassembling the columns for public display at the Arboretum.

Benjamin Henry Latrobe, early 19th century architect, designed the columns and other stonework originally used on the capitol's East Front portico. Charles Bulfinch supervised the actual installation around 1820.

After a few years storage at the Capitol power plant, the columns and other stones were moved in 1975 to an open field at the U.S. Botanic Gardens plant nursery near the Anacostia River. There the wooden packing crates soon rotted away, ivy wound its way through the ornate carvings, and the historic stonework was nearly lost to memory except for dedicated people like Mrs. Garrett.

For more information, contact Erik Neuman, Curator of Education, U.S. National Arboretum, 24th & R Streets, N.E., Washington, D.C. 20002, (202) 475-4858.

Procurement Section
Current Serial Records
Imagine A Garden on A Clothesline!

Urban dwellers with no more space than a few feet of earth, a balcony, or even a windowsill, can grow gardens, says the U.S. National Arboretum located in Washington, D.C.

Earlier this summer, the Arboretum opened to the public a 3-acre National Country Garden, the latest of its 30 landscape gardens and plant collections, to demonstrate to city dwellers and suburbanites ways to grow plants wherever they live and under varying circumstances.

"We have tried to bring the spirit of the country garden to urban and suburban settings," said **Henry M. Cathey**, director of the arboretum. "The National Country Garden is a public showcase of ideas for personal flower and vegetable plots tailored to one's living space."

Within the new garden, 13 outdoor rooms show visitors how to build gardens using what Cathey calls "found" materials, cast-offs common in city environments.

A Day To Remember

The role of women in the Nation's political process changed dramatically when in 1919 Congress approved the 19th Amendment to the U.S. Constitution, which was ratified by the States August 26, 1920. The amendment granted women the right to vote.

In 1983 President Reagan designated August 26 as Women's Equality Day. This year, USDA will observe the anniversary on Monday, August 27.



At a ceremony at the U.S. Arboretum to officially open the new 3-acre National Country Garden, a ribbon cutting was performed by the wives of U.S. Senators Jeremiah Denton (right) and Pete Wilson (left).

The rooms include a garden on a clothesline, a "wishing well" garden made from old car tires, raised plant beds from wooden concrete forms, and privacy fences of flower and vegetable plants growing from holes punched into sides of large plastic containers or buckets.

Townhouse and apartment balcony gardens, vertical container gardens, and "problem" gardens are interplanted with 500 types of flowers, herbs, and both common and unusual vegetables. Cathey said the problem gardens demonstrate how gardeners can cope with excessive heat, too much shade, limited space or lack of water.

Cathey, who developed a keen interest in gardening at the age of 9, said that the arboretum is trying especially to appeal to children. "Creative mixing of inten-

sive garden space with our home spaces shows them gardening is a fun-filled and healthful activity. The garden is as close to a hands-on demonstration as possible."

Vegetable gardens that typically can yield harvests worth \$50, \$100, \$200, and \$400 are also displayed. Local community kitchens will use the harvests from the country garden for public assistance, said Cathey.

Cathey noted that the garden was designed to accommodate visitors in wheelchairs or using walkers.

The arboretum noted that field employees who don't have the opportunity to visit the new country garden at the arboretum may receive some instructional materials about the concept by writing to: U.S. National Arboretum, Attention: Education Department, 3501 New York Avenue, N.E., Washington, D.C. 20002.

Food for Peace Celebrates 30 Years

A program conceived 30 years ago out of the need to alleviate a critical farm surplus has continued on to become the largest program of food assistance the world has ever seen. Popularly known as "Food for Peace," P.L. 480 was passed by Congress and signed by President Eisenhower as the Trade Development and Assistance Act of 1954.

To commemorate the 30th anniversary of the food assistance program, supporters and beneficiaries from all over the world recently gathered in Norfolk, Va., one of 20 U.S. ports from which P.L. 480 food donations were being shipped during June and July to 50 countries, half in Africa.

At the ceremony in Norfolk, Secretary Block noted that during 1984, 700 ships will carry food—as a gift from the American people—to those who need it throughout the world.

"P.L. 480 operations represent a vast effort by a lot of people," said Secretary Block. "There is government, of course, but there are also truckers, railroaders, dock workers, and seafarers. And we are fortunate to have U.S. private voluntary organizations and the World Food Program ready to get the food to the people who need it in most countries where food is needed.

"But," Secretary Block emphasized, "it all starts with the American farmers. Their productive capacity made the P.L. 480 concept of food assistance feasible and has helped make it possible to ship overseas some 300 million tons of agricultural products valued at \$33 billion since the program began. This help has gone to more than 100 countries with a combined population of over 1.8 billion people."

The Food for Peace program is administered jointly by USDA and the Agency for International Development (AID). The global effort is coordinated by the World Food Program of the United Nations.



Representing the leading Government forces behind the 30-year Food for Peace effort, Secretary Block (center), U.S. Congressman Kika de la Garza (left), and Peter McPherson, administrator of the Agency for International Development, help load 50 pound bags of fortified corn meal aboard the Export Champion docked at Norfolk, Va. The ship is one of 700 leaving from 20 U.S. ports to carry food as a gift of the American people to those in need throughout the world this year.

All in A Month's Work

Under USDA's internship program, college students spend a few months working in USDA, usually in the summer, and then return to school. But most, despite their brief stay, are so enthusiastic and accomplished that they contribute fully as much to the Department as working with the Department contributes to their education and experience.

One such intern, who worked this summer with the Extension Service, was **Cynthia Wilburn**, a senior in vocational home economics education at the University of Kentucky. Wilburn maintains a 3.8 grade point average and recently received the Lyman T. Johnson Award designating her as the 1984 Outstanding Black Student of the University of Kentucky.

A native of Burkesville, Ky., Wilburn has traditionally been active in school and community activities, including the 4-H and Future Homemakers of America (FHA). In her job as a student worker, she handles State homemaker publications distributed by the Kentucky Home Economics Extension office. A second semester senior, she plans to finish her undergraduate program serving as a student home economics teacher.

During her monthlong study with USDA in Washington, D.C., Wilburn was actively involved with Extension's role in the Department's national Food and Fitness Campaign. Her accomplishments include compiling a quarterly report of State activities devoted

(cont'd on page 2)

The Library That Made Friends

by Eugene Farkas
National Agricultural Library



Current and past employees of the National Agricultural Library who are also members of the Associates of the NAL, Inc., include Leila Moran (left) and Cornelius McKissick (center). Moran, who served as executive secretary of the Associates from its founding in 1970, recently retired from the NAL after 30 years of service. McKissick is a current NAL employee with the Library's Lending Branch. Both were recently honored for their contributions to the group by Associates president Harry Dewey (right).

(cont'd from page 2)

to the Food and Fitness Campaign, helping prepare Food and Fitness Campaign exhibits, and coordinating the judging for the National Food and Fitness Essay Contest.

Extension and other USDA employees who worked closely with Wilburn said they were highly impressed with her attitude and abilities. Wilburn said she was grateful for the opportunity to participate in the intern program and that she too was impressed by the dedication of those she worked with, including Secretary Block and Extension administrator Dr. Mary Nell Greenwood.

"During my stay," said Wilburn, "I was allowed to fully participate in USDA's Extension programs. Everyone has been helpful to me during my short stay and I would like to say thank you to all."



At the conclusion of her internship with USDA this summer, Cynthia Wilburn (right), a senior in vocational home economics education at the University of Kentucky, presents a package summarizing her contributions to Extension Service's Food and Fitness Campaign activities to Extension administrator Dr. Mary Nell Greenwood.

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request it may continue to receive 'USDA'.

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August 8, 1984
Sharon Edwards, Acting Editor

Avid readers often regard books as their friends. Well, here's a case where a collection of books can claim people as its friends.

The National Agricultural Library (NAL) in Beltsville, Md., has 180 "friends" located throughout the country—including scientists, economists, historians, information specialists, and librarians. Most are current or retired USDA employees or from the land-grant institutions.

Founded in 1970, the Associates of the National Agricultural Library, Inc., is a nonprofit, interdisciplinary organization dedicated to fostering interest in the NAL and its collections, facilities, and activities. The growing membership roster includes institutions as well as individuals from both government and private sectors.

The Associates support special projects and programs for NAL that are not covered by appropriated funds. Examples are educational symposiums, an awards program, and the acquisition of rare or unusual books or periodicals. It annually holds Arbor Day tree planting ceremonies at the NAL.

In 1982, the group sponsored the 100th anniversary observance of the NAL as part of USDA. Over the past year, the Associates have given a series of receptions for a delegation from the Chinese Academy of Sciences, for the author of a newly published book on plant exploration, for donors of collections on floriculture and botanical journals, and for NAL retirees. The group also operates the copier machines in the lobby of the NAL for public use.

Anyone interested in learning more about the Associates program and about becoming a member may contact **Jayne MacLean**, Room 203, National Agricultural Library, Beltsville, Md. 20705; telephone (301) 344-3937.

Too Much of You To Love?

Used to be when a person put on a little extra weight, others would fondly remark: "Well, there's more of you to love."

That sort of sentiment has lost its charm, mostly because people have learned how overweight contributes to high blood pressure, heart disease, and other ailments.

If there's a "little too much of you to love," and you want to start on a weight reduction program, naturally the first thing you should do is consult your physician. Your doctor will make recommendations about what sort of weight reduction plan and exercises are best for you.

USDA and other nutrition authorities note that keeping tabs on how many calories you consume and how many you burn up is important in weight control.

The number of calories you need for physical activity depends on the type of activity you undertake and how hard and how long you work at the activity. Too, your size and weight as well as your sex can play a role in how your body burns calories. A smaller, lightweight person will likely burn up fewer calories doing the same activity for the same length of time than will a larger, heavier person. And men usually require more energy for physical activity than women, in part because men are more muscular.

Let's say you have a desk job at which you sit and write or type for most of the day. That's considered a sedentary activity. If you had a lunch of hamburger and french fries (about 500 calories), it would take more than 5 hours at your job to burn up those calories. If you were to consume any other foods during the afternoon, your body would not have burned up the calories you consumed at lunch by your next mealtime. And consuming more calories than you burn up is what contributes to weight gain.

Below is a list of types of activities and the approximate number of calories (or quantities of certain foods) each burns up in an hour:

SEDENTARY—reading, writing, watching television, sewing, or typing for 1 hour—80 to 100 calories or about 2 tablespoons of peanuts (105 calories).

LIGHT—walking slowly, ironing, or doing dishes for 1 hour—110 to 160 calories or 1 cup plain low-fat yogurt (145 calories).

MODERATE—walking moderately fast or playing table tennis for 1 hour—170 to 240 calories or 1 cup fruit-flavored yogurt (225 calories).

VIGOROUS—walking fast, bowling, golfing, or gardening for 1 hour—250 to 350 calories or 1/2 cup crunchy cereal with coconut (280 calories).

STRENUOUS—swimming, tennis, running, dancing, skiing, or football for 1 hour—350 or more calories or 3-ounce hamburger patty on a bun (365 calories).

Along with counting calories, something else USDA nutritionists suggest is carefully examining not only what you are eating but also your eating habits.

Research shows that some people tend to eat because their appetite is stimulated by environmental cues, such as the sight and smell of food or the arrival of the mealtime hour. Often, changing eating behavior means breaking the habits that may have led to a weight problem in the first place.

Keep a detailed record of your eating habits for at least 1 week. Write down what, when, where, why, and how you eat. Then review your record and ask yourself these questions:

1. How many meals and snacks do I eat each day?
2. Is my eating behavior different on weekends than during the week?
3. How much do I eat and how much time do I spend on each meal?
4. Where do I do most of my eating?
5. Do I usually eat alone or with other people?
6. Do I eat only when I'm hungry or also when I'm bored, nervous, or fatigued?

You may be amazed at some the eating habits you've established without realizing it. Start making some changes slowly, starting with the easiest. For example, if you're snacking on high-calorie foods, change to low-calorie snacks, such as fresh fruits or vegetables.

If you find that you usually eat while watching television, try doing something else, such as sewing or ironing or working out on a stationary bike.

Nutritionists also emphasize that you not make losing weight so tedious that you soon give up the effort. Don't deny yourself *all* the high-calorie foods you love—just eat them less often and in smaller amounts. And focus on nutrient-rich foods—vegetables and unsweetened fruits; whole-grain and enriched breads and cereals; lean meat, poultry, and fish; dry beans and peas; and lowfat milk and milk products—that provide the most essential nutrients for the fewest calories.

Reform '88: You Spoke, We Listened

by Dave Lewis, Departmental Reform '88 Coordinator, who wishes to thank Don Glavach (Animal and Plant Health Inspection Service), Joan Barnes (Food Safety and Inspection Service), Maria Tsapekis (Office of Information Resources Management), Paul Kugler, Jr. (University of Virginia), Bill Woodruff, (University of Illinois), James Martin (Frostburg State College, Maryland), and Paul Jaramillo (University of New Mexico), for their analytical assistance.

The March 7, 1984, issue of 'USDA' contained an employee survey on Reform '88. The 3,000 responses (of which more than 2,000 included written comments) have been read and analyzed for this summary report. More detailed analysis will be provided to Departmental and agency managers for further review and action along with employee ideas that are being gathered through other projects.

Before seeing the March 7 issue, 52 percent of the employees who responded had never heard of Reform '88. After reading the issue, however, there were some definite opinions. Twenty-eight percent of the responses indicated belief that Reform '88 would be very helpful; 54 percent expect it to be somewhat helpful; and 18 percent not helpful at all.

Nearly 90 percent of the responses were from the field; mostly from employees with 11 to 20 years of service. About half were in grades 6-10, half in grades 11-15, and a few in the Senior Executive Service and grades 1 through 5. About 60 percent were supervisors. Over 33 percent of the responses were from the Soil Conservation Serv-

"USDA should start a campaign to point out the good things our workers do for the people of this country." SCS employee

ice (SCS); 14 percent from the Food Safety and Inspection Service (FSIS); 12 percent from the Forest Service (FS); and about 8 percent each from the Farmers Home Administration (FmHA), Agricultural Research Service (ARS), and the Animal and Plant Health Inspection Service (APHIS).

The most popular Departmental reform was Reform 9, Enhance Employee Morale and Productivity. The second choice was Reform 3, Eliminate Unnecessary Administrative Directives and Reporting Requirements. Tied for third were: Reform 4, Improve Administrative Delegations of Authority; and Reform 1, Re-examine Departmentwide Automated Management Systems.

Among the Governmentwide Presidential reforms, USDA employees expressed the most interest in: Making Better Use of Computers; Improving Planning; and Strengthening Systems to Protect Against Mismanagement.

The questionnaire was not designed for any sophisticated statistical analysis. What we had in mind was an open-ended questionnaire that would provide an opportunity for a broad sample of

USDA employees to say what was on their minds. The most important result of the survey was a list of the management issues, problems, and ideas that came up most often—an indication of where, according to employees' perceptions, increased management attention is needed.

This article deals with the major topics discussed in the responses. Many of your comments are quoted directly, and from that standpoint sometimes present only one side of an issue. Keep in mind that no single point of view is accepted by everyone. For example, for every 50 or 60 employees who said "Buy more computers," there was someone who said, "Don't buy any more computers."

Also keep in mind that there are a lot of external influences on the Department that affect the way we do things. Agencies and employees often complain about too much central control while Governmental guidance organizations (typically the Office of Management and Budget, the General Accounting Office, or Congress) complain that there is not enough central control.

(cont'd on page 2)

Overall Tone of Your Comments

Not surprisingly, many of your comments expressed pride in your work and a strong desire for better resources and fewer roadblocks in getting your jobs done. Throughout the vast majority of the responses there was a strong recognition of Departmental and agency missions and a commitment to the programs. Another recurring theme, however, was a sense of frustration with administrative procedures and restrictions.

Following are typical employee comments in this area (employees' agencies are shown in parentheses):

"Renovate and streamline management 'service' functions so that they facilitate accomplishment of agency missions rather than creating obstacles." (*Economic Research Service*)

"Put service back in management services. More effort should be made by administrative services to find out what the field people need to do their jobs and then provide it." (*SCS*)

"I feel this endeavor is great. What an employer the U.S. Government would be if we could make all these planned improvements work to the maximum! This Reform '88 is exciting!" (*FS*)

"I believe Reform '88 is on the right track. Management changes are needed and should help USDA provide more services for fewer dollars." (*SCS*)

On the other hand, many of your comments expressed a different point of view and some skepticism.

"Be concerned with management improvements today—not 1988. Do something!" (*Agricultural Stabilization and Conservation Service*)

"Most of the time the wonderful management improvement initiatives mean nothing to the field. We seldom see any good results." (*SCS*)

Major Areas of Employee Concern

Following are brief summaries of the 10 areas that came up most often in your comments. Quotes have been selected that represent comments made by many of you.

1. Forms and Reports. Thirteen percent of you made some comments in these areas:

- Simplify reporting requirements.
- Reduce paperwork.
- Require less documentation of accomplishment data.
- Use fewer and simpler forms.
- Don't change forms so often.
- Have new forms reviewed by users before issuance.

"As a field office supervisor, I feel my job (providing technical assistance to landowners and local government officials) is greatly hampered by enormous amounts of paperwork. This robs the people in my county by taking up my time." (*SCS*)

"A primary concern is the amount of work we have to do that does not contribute to our end product at the local level. At one time, upward reporting was necessary only to the extent that was required to accomplish local missions. Today, however, I believe higher level administrative regulations are creating a frustrating bureaucratic burden. Two actions are necessary: (1) Review regulations to determine if all the upward reporting is necessary, and (2) Streamline systems to reduce duplication of reporting, and make the reporting easier via electronics." (*FS*)

2. Data Processing and Advanced Technology. Thirteen percent made suggestions in the following areas:

- Increase field employees' use of computer equipment.
- Use computer systems to streamline and simplify reporting procedures.
- Provide more training in data processing.
- Use computers for communication.
- Use computers to simplify administrative operations.
- Provide better coordination of computer usage.

"General experience has taught me that in a time of 'lots to do and little time or money to do it with' that I must choose well—not only what I am going to do, but with what tools and how I will do it. Technology offers many devices to me that, although they may cost money up front, will be cost efficient if I am selective. They allow me the time to accomplish not only the necessities but also to broaden my scopes into other beneficial areas." (*FSIS*)

"Computer terminals need to be at the field level where data can be entered directly and, if incorrect, immediately rejected and corrected." (*SCS*)

"We could improve management through the use of microcomputers in local offices for budgeting, accounting, word processing, communicating, and filing." (*APHIS*)

"Computers would drastically cut the amount of work that has to be done by hand." (*FmHA*)

3. Organization and Staffing. Ten percent submitted comments in this area. Principal suggestions were:

(cont'd on page 3)

"I think management should take the time to advise employees of their plans and the reasons for changes. The better informed employees are, the more productive they will be."

OO employee

Office of International Cooperation and Development

Responsibilities

The Office of International Cooperation and Development (OICD) coordinates USDA's technical assistance and international training programs. The agency also sponsors international research projects and is involved in a growing network of scientific and technical exchanges with other nations on topics of interest to U.S. farmers and agribusiness. OICD encourages the private sector to get involved in development overseas and acts as USDA's liaison with international food and agriculture organizations. To carry out its responsibilities, OICD draws on the resources of other agencies within USDA and the Federal Government, the Nation's universities, and the private sector. OICD has designed its programs to enhance farm production, remove impediments to trade, and improve relations between the United States and both developing and developed nations.

Programs

Technical Assistance: The primary goal of technical assistance is to help developing countries become more self-reliant in producing food and fiber from limited resources. These efforts help reduce the hunger, poverty and illness that still scar the lives of millions in the developing world. OICD provided nearly 1,000 experts to conduct assistance programs in 85 countries in FY 1983.

International Training: OICD offers training and education in agriculture and rural development to foreign administrators, ministry officials, scientists, and technicians from developing countries. More than 72,500 agriculturists from foreign countries have taken part in training programs since the early 1950's.

International Research: More than 1,800 international cooperative research projects have been coordinated by OICD under the Special Foreign Currency Research Program since 1958. Other research programs are carried out with one or more countries under cooperative agreements. A University Linkage Program ties research at 11 U.S. universities to work at institutions in Brazil, China, Nigeria, Colombia, and Mexico.

Scientific and Technical Exchanges: These exchanges are designed to solve agricultural problems that concern both the United States and other countries. For example, U.S. teams may collect germplasm to breed hardier crops or parasites to control insect pests. Some 135 exchanges involving 340 U.S. scientists were carried out in 27 countries in FY 1983.

International Organization Affairs: International organizations have taken on a greater role in shaping international food and agricultural policies. OICD is responsible for maintaining effective working relationships between U.S. Government and major international food and agriculture organizations. These include the World Food Council, the Food and Agriculture Organization (FAO) of the United Nations, the Inter-American Institute for Cooperation in Agriculture, and the Organization for Economic Cooperation and Development.

University Relations: USDA and the National Association of State Universities and Land-Grant Colleges (NASULGC) established an International Science and Education Council in 1974. OICD works closely with ISEC to involve land-grants, the 1890's, and other colleges and universities in the international development activities of USDA.

Organization

OICD is under the jurisdiction of the Under Secretary for International Affairs and Commodity Programs, who also oversees the Foreign Agricultural Service and the Agricultural Stabilization and Conservation Service. OICD is headed by an administrator, an associate administrator, and two assistant administrators. Its six divisions, headed by directors, are: Technical Assistance (TA), International Training (IT), International Research (IRD), Scientific and Technical Exchange (STE), International Organization Affairs (IOA), and Planning and Policy Analysis (PPA). Additional units include Private Sector Relations, the Far Eastern Regional Research Office, Administration, and Information.

Information Contact

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Office of International Cooperation and Development

Room 4103, Auditors Building
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Topics of Current Interest

World Food Problems: The long-term answer to world food problems, said Secretary of Agriculture John R. Block at a recent FAO meeting, lies with sound agricultural policies on the national and international level, and with helping developing nations strengthen their economies and their agriculture. The need to overcome poverty is a recognized priority if world food problems are to be overcome. This philosophy provides the basis for USDA/OICD agricultural assistance programs in developing countries.

Caribbean Basin Initiative: Agricultural marketing workshops and investment missions to Caribbean and Central American nations coordinated by OICD's Private Sector Relations unit are helping to implement the President's Caribbean Basin Initiative. The programs are offered in cooperation with the Secretary's Agribusiness Promotion Council and the Agency for International Development (AID).

AID-Graduate Country Training: Congress added \$1.5 million to OICD's FY 1984 budget to begin a training program for agriculturists in countries that no longer qualify for U.S. development assistance. Countries selected include Korea, Turkey, the Ivory Coast, Mexico, Colombia, and Venezuela. Over 100 trainees will take part in the program which ranges from specialized short courses to graduate study on the academic level.

Assistance to Africa: The urgency of the food problems of Africa has shaped U.S. and USDA economic and agricultural assistance. Technical assistance and training specialists continue to work with Africans in programs including: Food marketing and storage, livestock improvement, and water and environmental management; improving policy and financial management of development programs; pursuing research on dry-land cropping; and assisting in the areas of health, nutrition, and education.

Highlights of OICD Activities

- Of the 2,579 students from 101 countries who participated in academic training and short courses coordinated by OICD in FY 1983 most came from Africa (47.6 percent), followed by the Near East (20 percent), East Asia (11.7 percent), Latin America (11.2 percent), and others—Europe, Australia, and New Guinea (9.5 percent).
- USDA scientists provided 66 percent of the technical assistance (including 26 percent by the OICD staff) coordinated by OICD in FY 1983. The remaining 34 percent was provided through the land-grants, 1890's, and other colleges and universities, and the private sector.
- Cooperative research projects under the U.S.-Israel Binational Research and Development Fund (BARD) have resulted in the development of a plastic wrap that can triple the shelf life of fruit; a "meadow orchard" concept of growing fruit whereby canopies of peach trees are cut mechanically each year and bear fruit again the following year; and advances in dry-land irrigation methods.
- Scientific and technical exchanges with China, beginning in 1979, were credited by several Chinese leaders as instrumental in the Chinese decision to increase cooperation and trade with the United States.
- U.S.-Mexican agreements include expanding cooperative scientific and technical agricultural and natural resource activities, and collecting and exchanging germplasm.
- A 3-year U.S.-Yugoslavian project is devoted to speeding the growth of wood to help meet the world's increasing demands for wood as a source of energy.
- The Trilateral Egypt-Israel-United States research project is promoting cooperation among the three countries and accelerating agricultural development. OICD is administering the project and arranging for participation by U.S. consulting scientists.

(cont'd from page 2)

- Streamline top-heavy organizations.
- Eliminate organizational layers.
- Consolidate similar operations.
- Reduce staff, management, and supervisory positions and increase line workers ("too many chiefs, not enough Indians").
- Don't reorganize so often.

"Eliminate unnecessary organizational layering. This will speed up communications and decision-making." (FS)

"There are too many supervisors and administrative people and not enough people to do the real work. We need more people in the field working with land-users and fewer people in administrative and staff positions." (SCS)

"I count 44 agencies in USDA. It has been my experience that there is a duplication of efforts among many organizations. Savings could be achieved by sharing expertise. Administrative consolidation would be an excellent start." (SCS)

4. Management. Over 12 percent made comments in the following areas:

- Give managers broad guidance and the resources they need, and let them manage.
- Delegate more authorities to field units.
- Require managers to have (and renew) experience in field work.
- Involve field employees in the decisionmaking process and listen to their ideas.

"Let managers and supervisors exercise the authorities and responsibilities that already are part of their jobs. Trust field managers with a budget appropriate to their areas so they can manage people, supplies, and equipment. Some review and control is necessary—too much breeds inefficiency." (SCS)

"Review authorities of managers and supervisors. I can approve a \$500,000 loan, but not \$26 worth of office supplies. The cost of excessive control is more than the cost of occasional abuse." (FmHA)

"Place more of the burden and authority on the worker. Trust me, give me responsibility. If I mess up, warn me. If I repeat, fire me." (SCS)

"People in State offices and Washington should be required to spend at least 30 days working in a field office every 2 or 3 years so they know what's going on. Also, they could see how ridiculous some of the things they come up with are at the field office level where you work with the public on a one-on-one basis every day." (SCS)

"People in State Offices and Washington should be required to spend at least 30 days working in a field office every 2 or 3 years so they know what's going on." SCS employee

"Get field personnel to participate in ad hoc committees instead of only career managers. What input can we have if we're not involved from the start? What do Washington career managers know about problems in the field?" (FSIS)

5. Personnel Management. Nearly 10 percent commented on personnel practices:

- Simplify timekeeping and payroll procedures (T&As).
- Provide more opportunities for employees to get ahead.
- Improve training programs.
- Make it easier to hire and fire workers, and improve employee evaluation systems.

"Simplify performance appraisals. Too much time is spent in preparation of appraisal documents; the system is still no better than it was 20 years ago." (SCS)

"Our personnel systems are too cumbersome. I know that some of the problems stem from laws, regulations, and policies created outside USDA, but it takes many months and at least 13 separate forms to hire a new employee." (FS)

"We spend too much time filling out time and attendance reports. There has to be a simpler way to accomplish the same thing." (FS)

"When I first started working for

USDA, I could hire a person within 1 week. Now, it takes at least 8 to 10 months. We would like to hire young people just out of college, but by the time we get the paperwork done, they have taken jobs in private industry." (ARS)

6. Incentives, Disincentives, and Rewards. About 8 percent commented in the following areas:

- Find ways to improve employee morale.
- Don't put up with people "bad-mouthing" Federal workers—

restore pride in working for the Government.

- Find ways to prevent negative changes in employee benefit programs.

"Restore a sense of pride in working for the Government. We are being forced into worse work environments and our benefits are being taken away. Most people I know have always worked extra time without breaks and through lunch time with no compensation because they felt good about working for the Government. The good feelings are wearing away." (FNS)

"Although not directly controlled by USDA, some of the proposed reforms in Federal personnel policies are having a detrimental impact on getting and keeping good people and maintaining morale." (SCS)

"USDA should start a campaign to point out the good things our workers do for the people of this country. Most employees are hard-working, honest people who try hard to deliver services to the public." (SCS)

"While the Federal work force continues to be assaulted by attacks on health benefits and retirement systems in an effort to reduce Federal spending, I think it

(cont'd on page 4)

has been overlooked that we are interested in doing a good job, not looking for a free ride. We, as citizens, are also concerned about the Federal deficit. Streamlining the workings of the Government seems like a painless way to eliminate waste and to enhance efficiency." (ARS)

7. Communications. About 5 percent commented in favor of better internal communications (between headquarters and field, among field units, between employees and supervisors, and among coworkers).

"I think management should take the time to advise employees of their plans and the reasons for changes. Often we are not advised of changes or why they are being made. Such decisions have a harmful effect on employee morale. The better informed employees are, the more productive they will be." (Office of Operations)

"Field people are rarely involved in policy decisions or program changes, but are forced to explain and administer them without understanding the background. It is tough to face the public with policies that are not adequately explained." (FmHA)

"What can be done to promote and assure better direct communication among USDA employees? Employee morale and productivity will improve when they are made to feel a part of what's happening around them." (ARS)

8. Supervision. Another 5 percent commented on the role of supervisors:

- Provide better supervision.
- Provide better training for supervisors.
- Don't make someone a supervisor just because of good technical skills.
- Upgrade supervisors' communication skills and skills in dealing with people.

"When promoting someone to a supervisory position they should have some background or training in administration and how to deal

with people. They may be the best people in the jobs they are doing, but may not be good supervisor material." (APHIS)

"Make supervision more than just an additional duty. Give supervisors time to supervise, allow them time to keep up with what their subordinates are doing." (FS)

9. Procurement. About 4 percent argued in favor of local procurement of equipment and supplies.

"Field managers should be allowed to purchase supplies locally if they can get them at the same prices GSA charges. (Often we can get the same things at lower prices than GSA—and a lot faster, too.)" (FS)

"There must be a better way to obtain supplies. Six months ago, I ordered 40 items from GSA. So far, I have received 3 of them." (SCS)

10. Regulations, Bulletins, and Notices. About 4 percent made suggestions in the following areas:

- Improve and simplify regulations (fewer, clearer, and more timely issuances).
- Don't issue so many "how to" regulations.
- Eliminate unnecessary mailings and multiple copies of announcements.

"Stop unnecessary and expensive printing and mailing, such as the four copies of the Washington, D.C., USDA and agency phone directories we recently received in a six-person office that never calls Washington." (FNS)

"I have 12 manuals and handbooks from headquarters. These are constantly being changed by someone in an 'ivory tower' somewhere faraway. I use only two of these on a regular basis. I also have a large correspondence file which is needed mainly to keep up with the changes to the 12 manuals and handbooks. Is all of this really needed?" (SCS)

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What Comes Next?

A Forest Service employee commented: "The combined experience of USDA's field personnel provides a reservoir of potential cost-reduction and efficiency-enhancement suggestions, but to tap it will take innovative management. If you want to get input from the field, you will have to go to the field and ask for it."

There is a major Departmentwide initiative, as part of the Reform '88 program, to take advantage of the good ideas and problem-solving abilities of USDA employees. We have used a questionnaire as a start. Now, we are using some innovative ways to obtain input from the field.

Assistant secretary for administration **John J. Franke, Jr.**, recently brought together 10 employees from different agencies and locations as a "Field Sounding Board." This group spent the week of July 16-20 in Washington discussing management problems from the perspective of field employees. The group identified five major problem areas that it believes need the most attention, and presented its recommendations on these issues to the Departmental Management Council.

In a wider-reaching program to obtain a statistically valid picture of employee attitudes, a series of Quality of Work Life discussions is being conducted in 11 locations around the country. These sessions are designed to identify areas of management in which employees are satisfied and areas in which they are dissatisfied, to improve communications, and to increase employee participation in problem-solving.

A September issue of 'USDA' will discuss the Quality of Work Life Surveys and the Field Sounding Board in detail.

Secretary of Agriculture. Retirees who request it may continue to receive 'USDA'.

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Sharon Edwards, Acting Editor

U. S. D. A.

National Agricultural Library

Received

USDA Library Showcases Oddity in ArchitectureProcurement Section
Current Serial Records

Beginning September 24, the National Agricultural Library in Beltsville, Md., will display in its lobby an exhibit featuring a "housebarn", built by German immigrants in the 19th century that still stands as a historic site in central Missouri. The NAL exhibit will run through November 30.

The following article about the history of this unusual structure is based on one written by **Barry Bergey** of the Missouri Cultural Heritage Center, University of Missouri-Columbia.

It remains an oddity in ancient European architecture that has never been seen anywhere else in the world, with the exception of a spot in central Missouri.

It's called a housebarn, aptly named since it's a place where both people and livestock dwell under the same roof.

According to its builders, it was a pretty good way for a farm family to protect its livestock from poachers—both human and animal. No sneaking into the barn some night while unwary owners snooze in a distant building. Plus, the structure eliminated the necessity of trudging through snow and ice in wintertime to feed the livestock.

The housebarn also offered other advantages to the Old World farmer: with land precious, it consolidated living and farm space; with resources scarce, it made efficient multi-use of building materials.

The one that appeared in Franklin County, Mo., in the 1860's was built by **William Pelster**, the son of a German immigrant.

Describing the layout of the Pelsters' Missouri housebarn, Bergey said stalls for horses and cattle

were situated on the basement level while the two-story family space, on the south side of the building, was separated from the

haylofts and granary, to the north, by a large central hall. Cattle were generally put out to pasture in the

(cont'd on page 2)



The last member of his family to be born in the housebarn built in the 1860's, 79-year-old Alfred Pelster stands before the structure as it appears today, while exhibiting a picture of the old homestead as it appeared around 1900.

Calendar of Upcoming Events

- September 10-16 is Hispanic Heritage Week.
- September 20 is the kickoff for the Combined Federal Campaign that will run through November.
- October 3-9 is Fire Prevention Week.
- October 7-13 is Hire the Handicapped Week.
- October 16 is World Food Day.
- Open Season on Health Benefits usually begins in November and runs into December. However, according to the Office of Personnel, no definite dates have been set yet.

summer, but the horses and mules were still kept in the stable on the lower level of the housebarn. It appears that the hogs were always kept in outdoor pens.

When William died in 1980, his son **Gustav** took over the farm. Recently, Gustav's son, **Alfred**, the last Pelster born in the structure, recalled:

"When we had company, I always felt kind of, you know, a little embarrassed. We had to take them, you might say, into a barn." Alfred further noted that the housebarn was an efficient structure only for a particular scale of farming. If the building could not accommodate all of the farm animals, then there was no particular advantage to it.

On a recent walk through the old structure, which in 1979 was placed on the National Register of Historic Places, Alfred Pelster commented to Bergey that visitors had the mistaken notion that one could get up from the dinner table and just go into the basement and feed the cattle.

"My dad did more trottin' in the rain and snow, I bet you, than any other farmer around here," said Pelster. "He didn't have the barn room for cattle, or horses, and everything to put in. Just look at the few stalls. How much cattle could you put in there? Our biggest cattle were right out around that straw pile..."

"What was he doing?—pacing back and forth. He had a mustache and I've seen him have icicles down to the chin. It'd get so bad, finally he'd come into the house and stand above the tea kettle and let it thaw."

In 1926, Alfred's father sold the farm, which was occupied off and on by other families until 1979 when the last owners donated the structure to the Missouri Heritage Trust. The Trust has embarked on a project of stabilization and restoration of the structure, with the hope that it can eventually be opened to the public. □

Meet Three Future Executives

Congratulations to at least three women in USDA who will soon have a much better chance of attaining top-level executive positions in the Department. The opportunity, in part, is due to a pilot program designed to give promising women candidates throughout government a boost up the executive ladder.

Called the "Women's Executive Leadership Program," the effort will involve 64 women in grades 9-12 from 52 federal agencies. Over the next year the participants will receive training and developmental experience to prepare them for supervisory, managerial, and executive positions in the Federal work force. Competition for the pilot program, for which 224 were nominated, was limited to the Washington, D.C., area.

The three women in USDA selected by the Office of Personnel Management to participate in the program are **Donna Lee Hepp**, a landscape architect with the Forest Service; **Carole Johnson**, a food program specialist with the Food and Nutrition Service; and **Mary L. Neal**, supervisory plant protection and quarantine officer with the Animal and Plant Health Inspection Service.

Over the next 12-15 months, all three women will receive formal training through seminars, symposia, and other programs presented by OPM, as well as through 60- to 90-day details either within or outside USDA. According to OPM, the government, in turn, will benefit from having a pool of trained and capable employees who are prepared to move into its management and executive ranks.



Being congratulated by Secretary Block (second from right) on being selected to participate in the Women's Executive Leadership Program are (l.-r.) Carole Johnson, Food and Nutrition Service; Mary L. Neal, Animal and Plant Health Inspection Service; and Donna Lee Hepp, Forest Service.

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Sharon Edwards, Acting Editor

Recognizing the Nations within Our Nation

Through treaties, statutes, and agreements with the U.S. Government known today as the "trust relationship," American Indian nations share ties with the Federal Government that are comparable to and as valid as treaties between the United States and foreign nations.

Recognizing this unique relationship—and for the first time as one government to another—rep-

resentatives from USDA and its 19-member Citizens Advisory Committee (CAC) on Equal Opportunity met this summer with 18 governors of the All-Indian Pueblo Council, which represents 20,000 Indians in New Mexico. Also attending the meeting were Navajo Tribe delegates and other American Indians from the tri-State area of New Mexico, Arizona, and Colorado.

All volunteers appointed by the Secretary of Agriculture, CAC members are citizens active in agriculture and/or equal opportunity work within their communities. The CAC was established in 1965 to review the delivery of USDA programs to minority communities and to make recommendations to USDA on improving the delivery of its programs.

(cont'd on page 4)



Addressing an assembly of the All-Indian Pueblo Council and members of USDA's Citizens Advisory Committee on Equal Opportunity (in photo at right) are (left photo, l.-r.) Delfine Lovato, chairman of the Pueblo Council; John J. Franke, Jr., USDA assistant secretary for administration; Alma Esparza, director of USDA's Office of Equal Opportunity; and Gilbert Pena, vice chairman of the Pueblo Council.



So that CAC members could see firsthand the lifestyles and needs of American Indians living in the region, USDA arranged for the members to visit three reservations near Albuquerque, including the Isleta Pueblo Reservation (above). Earlier that day, all had shared with the reservation dwellers a traditional lunch consisting largely of USDA-donated foods at the Isleta senior citizens center.



Lonnie Revels, a member of the Lumbee Tribe of North Carolina, is the most recently appointed member to the CAC. Revels is the first American Indian to be elected to a major city council (Greensboro, N.C.) and was recently named Indian of the Year by both the Lumbee Tribe and by the Indian Center in Greensboro.

(cont'd from page 3)

During the 3-day meeting held in late June in Albuquerque, N.M., USDA, the CAC, and the Indian governors gathered to collectively hear the general findings of compliance reviews conducted by USDA within the region as well as for USDA and the CAC to hear concerns of American Indians regarding the delivery and accessibility of USDA programs.

Based on discussions during the meeting, the CAC recently made its initial recommendations to USDA regarding its relationship with Indians in the region as well as surrounding Hispanic communities.

The recommendations include:

- Improving USDA information materials so that they can be more easily understood.

- Considering the consolidation of USDA services to Indian nations.

- Studying a potential model for centralized services from USDA agencies.

- Taking immediate steps to ensure services are being provided

the Navajo Nation despite problems with geographical location.

- Increasing employment opportunities for American Indians in USDA.

- Determining if Extension Service regulations can be extended to the Tribally Controlled Colleges and to Hispanic Colleges under the 1862 and 1890 Acts.

- Determining the extent of marketing assistance USDA has been providing minority group farmers.

Ron Andrade, a member of the Luseno Indian Nation from the La Jolla Indian Reservation in San Diego, Calif., helped facilitate the meeting between the Pueblo governors and USDA. Andrade is on detail to USDA's Office of Equal Opportunity from the Bureau of Indian Affairs.

Andrade said the meeting not only demonstrated a major improvement in the Department's relationship with Indian nations, but also resulted in immediate reaction to other concerns expressed by the Pueblos, reflecting Presi-

dent Reagan's emphasis that the U.S. Government honor agreements with Indian nations.

For example, in early July, the President signed a bill transferring 25,000 acres in New Mexico from the Forest Service to the Cochiti Pueblo, resolving a more than 200-year-old dispute over rights to the land.

On July 27, Vice President Bush signed a bill transferring land in the heart of Albuquerque to the Pueblos. The land was the site of the Albuquerque Indian School to which the Council had attached offices. □

About That Raise

When 'USDA' went to press, the President had just proposed a 3 1/2 percent pay raise for Federal employees effective in January.

It's very likely that proposal will become effective, unless overturned by Congress.



Picture-Perfect Farm

The Soil Conservation Service notes that the owners of Panora Acres, Inc., are proud to have their farm pictured on the first-day cover envelopes for the new soil and water conservation postage stamp. The stamp commemorates the 50th anniversary of the soil and water conservation movement in the United States. Norman and Paul Sellers own the Carroll County, Md., farm, which has been in the family for over 100 years and has a tradition of conservation.

PEOPLE

Although he left USDA 18 years ago, **Harold Breimyer** is still a popular fellow with many USDA employees. So popular that, upon his retirement from the University of Missouri this month, the Department wants to honor him with a reception in Washington, D.C.

The Economic Research Service (ERS) noted that Breimyer, an agricultural economist who has had a long and distinguished career as both a public servant and an educator, joined the University of Missouri in 1966, where he was a professor and Extension economist. Before that, he had spent 30 years serving in various USDA agencies.

ERS said anyone may attend the reception in Breimyer's honor, which will be held September 27 from 4 to 6 p.m. in the Patio of the Administration Building.

Observe World Food Day, October 16

So That All May Eat

For most people in the United States, a stomach rumble prompts a series of questions: When will I eat, where will I eat, and what will I eat? Few must ask: Is there any food to eat? Yet, for people in other parts of the world, that terrifying dilemma exists.

Today, the world has 300,000 more people than the day before. By the year 2000 the world's population will have climbed to 6 billion. Feeding all those people has been and will continue to be a great challenge for every nation.

U.S. agriculture plays a key role in helping overcome world hunger. The United States is the world's most important food exporter and has donated more food to needy nations than all other countries combined. The world's leading source of food aid since its inception in 1954 has been the "Food for Peace" program (P.L. 480).

Food donations are an important short-term answer to helping alleviate hunger and malnutrition.



However, the long-term answer to world food problems, said Secretary Block, lies with sound agricultural policies on the national and international level, and with helping developing nations strengthen their economies and their agriculture. The need to overcome poverty is a recognized priority if world food problems are to be overcome.



Providing worldwide focus to that philosophy is the theme for World Food Day, October 16—"Helping Others Help Themselves."

World Food Day is designed to focus public attention on and help people better understand the accomplishments and the problems involved in improving world food conditions. The event was established as an annual observance in 1979 by the 147 member nations of the Food and Agriculture Organization (FAO) of the United Nations. (The date also marks the



anniversary of the founding of FAO in 1945.) According to FAO, last year more than 130 countries observed the event. Activities ranged from small school events to major national conferences.

USDA has been designated as the lead agency in coordinating U.S. Government's official participation in World Food Day. This coordination is achieved through an intergovernmental steering committee—chaired by **Dr. Joan S. Wallace**, administrator of the Office of International Cooperation and Development—which will work closely with a nongovernmental National Committee on World Food Day.

USDA will sponsor the official U.S. Government's ceremony at 9:00 a.m., Tuesday, October 16, in the Patio of the Administration Building. A symposium on "Women—The Secret Weapon in the War on Hunger" will follow at 10:30 a.m. in the Jefferson Auditorium of the South Building.

Exhibits by several Federal agencies illustrating the work they do to help resolve world food problems will be on display in the Patio until Friday, October 19. □

Agricultural Cooperative Service Fact Sheet (insert)

Inside—

How USDA Helps Solve World Food Problems (page 2)

Challenge To Find New Uses for Farm Products (page 2)

How USDA Helps Solve World Food Problems

In USDA, sharing knowledge of agriculture through both development assistance and cooperation with other countries is the business of the **Office of International Cooperation and Development (OICD)**. To do this, the agency draws on the resources of other agencies within the Department and other Federal agencies as well as the Nation's universities and the private sector.

OICD sponsors scientific exchanges and research to help farmers both here and abroad; collaborates with both U.S. and foreign universities on international scientific programs; and helps plan and evaluate development projects overseas that are paid for through U.S. food aid programs, such as Food for Peace.

OICD also encourages U.S. agribusinesses to invest in activities to help build the agricultural economies of developing countries. A recent example is the President's Caribbean Basin Initiative.

Other USDA agencies that conduct programs aimed at helping

improve agricultural systems in other nations include the **Forest Service (FS)**, which provides technical assistance to other countries in need of American expertise in solving forestry problems. The **Animal and Plant Health Inspection Service (APHIS)** provides direct aid and technical support to other nations and international organizations in cooperative programs to eradicate foreign disease and pest outbreaks and to improve overseas animal and plant health programs.

The **Agricultural Research Service (ARS)** notes that agricultural research is providing techniques to increase crop production efficiencies, reduce crop and animal losses, and improve the quality of food staples and diets worldwide.

ARS researchers, in cooperation with other USDA agencies and the total Federal and State agricultural community have played a leading role in international food assistance and exchange programs for many years.

Working with development agen-

cies such as the Agency for International Development (AID), the FAO, and the World Bank, ARS and other USDA-funded scientists provide on-the-spot technical assistance to some 50 nations in Asia, Africa, and Latin America to help develop their research and production capabilities.

In the Foreign Research Associate/Visiting Scientists Program, scientists from abroad work, study, and visit ARS research facilities throughout the country as well as other Federal and non-Federal agencies, to encourage self-reliance in food production.

Through other programs at nine ARS overseas research laboratories, ARS scientists are aiding government and university scientists in those countries in solving agricultural problems. Overseas laboratories are located in Argentina, France, Guatemala, Italy, Kenya, Korea, Mexico, The Netherlands, and Thailand.

With its collection of more than 1.8 million volumes, the **National Agricultural Library (NAL)** is a

(cont'd on page 3)

A New Challenge Goes Forth

In January 1984, Secretary Block sponsored a forum in which he challenged the Nation to increase public awareness of the needs and opportunities for agricultural scientists.

Now, he will issue a second challenge, this one to find new uses for farm products.

This second two-day Challenge Forum will be held in Washington, D.C., on October 11 and 12 under the leadership of the Secretary's Office of Public Liaison and the office of the assistant secretary for science and education, **Orville G. Bentley**.

The more than 100 invitations issued to participate in the chal-

lenge forum went to major agricultural industries and associations, universities, State departments of agriculture, publishers of agriculturally related publications, and other Federal agencies.

Andrew Cowan of USDA's Northern Regional Research Center in Peoria, Ill., is the forum director.

The purposes of the challenge forum are:

- To draw attention to USDA's innovative research accomplishments.
- To encourage and promote the development of new products, new product uses, and new markets.

- To seek to develop new private-public partnerships.
- To focus on added-value products (for example, fabric made from cotton).

"USDA's leadership in the area of new products and scientific research is well established," said Secretary Block. "Because this is a priority for USDA, a challenge forum on this subject is appropriate. It is also appropriate that we 'challenge' the private sector to join with us in an exploration of possible new directions for farm products and new markets. The forum will focus on four areas: Food, forest, and fiber products, and industrial/strategic agricultural materials." □

Agricultural Cooperative Service

Responsibilities

The Agricultural Cooperative Service (ACS) provides research, analysis, and technical and educational assistance to cooperatives to strengthen the economic positions of farmers and other rural residents. It works directly with cooperative leaders and Federal and State agencies to improve organization, leadership, and operation of cooperatives and to give guidance to further development. The agency (1) helps farmers and other rural residents develop cooperatives to obtain supplies and services at lower costs and to get better prices and maintain market outlets for products they sell; (2) helps cooperatives improve services and operating efficiency; (3) informs members, directors, employees, and the public on how cooperatives work and benefit their members and their communities; and (4) encourages international cooperative programs.

Programs

Research: Conducted to acquire and maintain the base of information necessary for the agency to give farmers relevant and expert assistance related to their cooperatives. Studies of functional aspects of cooperatives concentrate on their financial, structural, managerial, member, legal, economic, and policy activities. Concerted effort is made to ensure research has direct application to cooperatives' current and emerging requirements to serve the family farm effectively.

Technical Assistance: Provided in response to specific problems. Requests may come directly from a few farmers wanting to organize a cooperative, or from farmers' elected directors of a federation of cooperatives comprising thousands of farmers desiring to improve operations. Help is given on business organization, operating efficiency, and member responsibilities as owners. Work can involve determining the economic feasibility of new facilities or adding new products or services. Assistance may be given on the merits of merging organizations or forming new ones. Studies cover a

wide range of decisionmaking found in a cooperative business. Intensive help with new groups developing cooperatives is provided from field offices in Greenville, N.C.; London, Ky.; and Hilo, Hawaii.

History and Statistics: Collected on numbers, memberships, and financial condition of cooperatives to detect growth trends and changes in structure and operations. Data help identify and support research and technical assistance activities. This information is used by legislative and executive branches of Government in formulating agricultural and cooperative policy.

Education and Information: The Cooperative Marketing Act of 1926 assigns a mission to the agency to "promote the knowledge of cooperative principles and practices." Staff members conduct or participate in planning and conducting a wide variety of educational and training programs for management, directors, employees, and members of cooperatives; for specialists, such as lawyers and accountants; and for teachers and students at all levels of the educational system.

Organization

ACS is under the jurisdiction of the Assistant Secretary for Marketing and Inspection Services, who also oversees the Agricultural Marketing Service, Animal and Plant Health Inspection Service, Food Safety and Inspection Service, Federal Grain Inspection Service, Packers and Stockyards Administration, and the Office of Transportation. ACS has three program divisions—Cooperative Marketing and Purchasing, Cooperative Management, and Cooperative Development—and an information and education staff.

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Topics of Current Interest

New Cooperative Assistance: Forty-one projects for producer groups wishing to form new cooperatives involve a wide range of commodities. These include livestock, fish, poultry, farm supplies, fruits, vegetables, peanuts, herbs, flowers, wine, and handcrafts. A new field office in Hilo, Hawaii, is assisting producers to use cooperatives involving livestock processing and marketing, ginger, papaya, guava, cut flowers, vegetables, and farm supplies.

Export Research and Promotion: ACS collects data on cooperative activity in international trade, assesses foreign market opportunities, and explores alternatives for improved cooperative structure and coordination. Four information guides to buying direct from cooperatives are being published, which will profile the cooperatives' export capabilities and commodities handled, and will contain complete personnel contact information.

Status of Cooperative Activity: Data on all cooperatives and on the top 100 cooperatives are compiled annually. Research was completed in FY 1984 on the position of cooperatives in the grain, dairy, wool, potato, and farm machinery industries. Growth and trends in all cooperative operations were documented for the decades 1951, 1961, 1971, and 1981.

Management, Finance, and Operations: Comprehensive research has just been completed or is underway on financial, legal, organization, and membership aspects of cooperatives and cooperative theory. Two publications, several dozen articles, and followup seminars covered equity redemption practices of farmer cooperatives. A 715-page reference covering State statutes related to cooperatives was published in FY 1983 and a similar reference on other legal aspects of cooperatives is underway. Research documenting farmers' membership in and use of cooperatives was released in three publications in FY 1984. Other work reported on tax and financing practices; director liability; and planning, negotiating, and implementing mergers among cooperatives.

Information and Education: A series of 27 publications is being developed profiling by commodity and function the history, current status, and trends of farmer cooperatives in the United States. Sixteen sections have been published and seven others are written and in production.

ACS maintains a central storehouse of more than 100 publications and publishes a monthly magazine, *Farmer Cooperatives*.

Agricultural Cooperative Service Facts

- Nearly three-fourths (71 percent) of farmers with annual sales \$10,000 or more, and 79 percent of those with annual sales exceeding \$100,000, are members of and use marketing and purchasing cooperatives.
- Farmers purchase 27 percent of their major supplies and market 30 percent of their products through cooperatives at the first handler level.
- Some 6,000 marketing, purchasing, and related service cooperatives transact a business volume of nearly \$70 billion annually.
- Although 19 cooperatives are among the 500 largest industrial and diversified service corporations in the United States, 91 percent of all cooperatives have annual sales under \$15 million.
- Iowa leads all States in cooperative business volume with \$5.8 billion. Minnesota leads all States in number of cooperatives and memberships—with 670 cooperatives and nearly 500,000 memberships.

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World Trade and Aid Facts

U.S. Food Aid

More than 100 countries in the world have received U.S. food aid at one time or another. In the 30-year history of P.L. 480 (Food for Peace), over 300 million metric tons of U.S. agricultural products valued at \$33 billion have been shipped to all parts of the world.

In its earliest years, P.L. 480 was targeted at the war-devasted countries of Western Europe and Japan. Developing countries have been the focus of the program since the 1960's. In the history of the program, India has been the largest recipient and Egypt second.

U.S. food aid has been a two-way street—saving lives and boosting agricultural production in recipient countries while stimulating commercial trade for the United States.

Eight of the top 10 customers for U.S. farm products last year are past recipients of U.S. food aid. The introduction of U.S. products to Japan and Western Europe in the 1950's laid the foundation for today's large agricultural sales. Today, Japan is the leading importer of U.S. agricultural exports and West Germany third.

Mexico, a major U.S. agricultural export market, has received \$78 million worth of P.L. 480 aid since the program's beginning. However, commercial exports of U.S. farm products over the last two fiscal years topped \$4.2 billion.

Egypt has received close to \$2.8 billion worth of P.L. 480 assistance. However, it is now close to becoming a billion-dollar buyer of U.S. farm products and is buying with cash more often than on concessional terms.

Other countries currently making the transition from aid recipients to trade partners are Indonesia, the Dominican Republic, Morocco, Tunisia, and Peru.

U.S. Exports

The United States is the major contributor to the world's food supply. It is estimated that roughly

one-fourth of total agricultural production in the United States enters the export market, and that the production from 2 out of every 5 acres harvested is exported overseas.

The foreign market provides a major outlet for U.S. farm production. In fiscal 1983, more than half of the wheat, soybeans, rice, and sunflower seeds produced were exported. Similarly, more than one-third of the cotton, tobacco, and tallow, and more than one-fourth of the feedgrain output were exported.

Almost all of the \$34.8 billion of agricultural exports to more than 130 countries around the world in fiscal 1983 represented commercial sales for dollars. Leading importers of U.S. agricultural exports were Japan, The Netherlands, Canada, West Germany, Mexico, Korea, Taiwan, Spain, USSR, Egypt, United Kingdom, Belgium, Italy, India, and Portugal.

U.S. Imports

The United States is one of the world's six largest importers of agricultural products and a major importer of agricultural products from less developed countries.

Since FY 1979, countries in Latin America, Asia, and Africa account for an average of about 60 percent of U.S. agricultural imports, supplying most of the tropical products such as coffee, cocoa, tea, spices, and rubber consumed in this country.

In addition, developing countries ship significant amounts of sugar, coconut, and palm oils, oriental tobacco, and some fruits and vegetables not grown in sufficient amounts domestically.

Less developed countries depend heavily on exports of these crops, which earn foreign exchange used to import food and other necessities.

Sources of the \$16.4 billion in agricultural products imported during 1983 included Brazil, Colombia, Indonesia, the Philippines, Ecuador, Dominican Republic, and the Ivory Coast.

(cont'd from page 2)

major source of U.S. agricultural research information, which is freely available to countries overseas, including development countries. NAL engages in a wide range of international activities emphasizing world-wide collection and dissemination of information materials on agriculture and related subjects.

Through its international exchange program, the library adds some 150,000 items to its collection each year and in return provides an equal number of publications to 6,000 overseas colleges, universities, and foreign governments that participate in the exchange program. NAL also assists foreign countries in the development of library systems. □

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September 19, 1984
Sharon Edwards, Acting Editor

More Heroes and Heroines

USDA employees are well-known for being selfless and resourceful when helping people in trouble. Here are three more recent tales of heroics.

Leon Jones, an employee with the Agricultural Stabilization and Conservation Service in Washington, D.C., describes himself as the sort of fellow who is always willing to lend a hand. What's more, he's able to keep a cool head when others' are hot.

Earlier this summer while he was driving home from work one evening, Jones idled alongside another car waiting for the traffic light to turn green. He observed the woman driver in the opposite car lighting a cigarette. Then the traffic light changed, and just as Jones was accelerating to move on, he saw the flame from the cigarette lighter jump up and ignite the woman's hair.

Jones immediately stopped, jumped out of his car, and raced over to aid the woman. He quickly pulled her from the flaming vehicle and made her lie on the ground, while whipping off his jacket to throw over her head. Then he stayed with her, comforting her, until the fire and rescue squads arrived and took her to the hospital.

The woman lost all her hair and suffered scalp burns, but by last account is recovering well. Jones suffered from minor burns to his hands, and his jacket was a total loss.

* * * *

Jesse Mitchell, an employee with the Office of Governmental and Public Affairs in Washington, D.C., was also quick to respond to someone in distress.

While driving through the District, Mitchell observed a woman having her purse snatched from a man who then dashed down the street. Without another thought, Mitchell jumped out of his car, caught up with the thief, tackled

him, and then held him until the police arrived.

Highly impressed with the way Mitchell handled the situation, the D.C. Metropolitan Police Department not only gave Mitchell an award and a U.S. Savings Bond, but also offered him a job.

Mitchell said he was flattered by the offer and would think it over, but by all indications, he's decided to remain with USDA for now.

* * * *

Then **Patty Magruder** with the Animal and Plant Health Inspection Service in Groton, Conn., recounted this story in which she had a chance to apply some emergency training only days after she had received it. After the experience, she made some recommendations to her regional safety representative, **Helen Schmitt**, who felt the information should be shared with the rest of the Department.

Wrote Magruder: "On Friday, July 13, while driving to my office I noticed a fire up ahead on the road. As I got closer I saw a man standing on the side of the road about 20 feet from a motorcycle that was fire. I stopped my government car about 100 feet from the fire in the emergency lane, and remembering I had a fire extinguisher, got it out and put the fire out.

"We backed off from the cycle and I asked the guy if he was all right and what had happened. He said his cycle had conked out while driving so he pulled off the road to restart it when it caught fire. He jumped off and dropped the bike to the ground. He was not injured and did not want further assistance, so I continued on to the office.

"The incident was very coincidental in that at our last office meeting on June 28 we had shown the film, *Using A Fire Extinguisher—The Right Way*, which had been ordered from the Hyattsville (Md.) office.

"For our purpose in government vehicles, a dry chemical extinguisher rated B and C (for flammable liquids and electrical fires) will be the extinguisher of choice, since it is lightweight, compact, and in case of the one in my car, rechargeable. Plus it is the type most used for vehicular fires.

"After my firefighting experience, I would highly recommend that a fire extinguisher be mandatory safety equipment in government vehicles and that drivers know how to properly use it in case of fire." □

How's Your Attitude?

Jerry Mainer, a program analyst with the Federal Grain Inspection Service, recently had this to say about how employees' attitudes can affect the way they serve the public:

"I enjoyed reading Issue No. 17 (August 22, 1984) with the coverage on Reform '88. The "What Comes Next?" column (which briefly mentioned the Field Sounding Board and series of Quality of Work Life discussions) is a very good lead and made me want to read more.

"I think a Quality of Services series involving employee participation would also be interesting. Our USDA services don't just happen. Collectively, we make them happen, or prevent them from happening.

"If we make a determination to improve our services or performance to the public, we might get a new spark of renewed spirit, or if I dare say, fun out of working for USDA. There is a lot of life left in our roots, but some of our regulations and policies have cramped the flow of energies. This has a close link to attitudes."

Incidentally, attached to this letter to 'USDA', was Mainer's business card bearing this upbeat slogan: "The Best Is Yet To Be—So Think A Good Day."

All in the Busy Month of October

With the return of brisk weather to much of the Nation came a brisk schedule of activities in USDA.

First there were National Employ the Handicapped Week and Fire Prevention Week, during October 7-13. Then, there was the Secretary's second challenge forum—this one on new uses for farm products—October 11 and 12.

On October 15, Secretary Block officially kicked off the Combined Federal Campaign (CFC) in the Department. October 16 was World Food Day.

The week of October 21-28 is American Energy Awareness Week.

Some of these activities—the Challenge Forum and World Food Day—were covered in a September issue of 'USDA'. Following are highlights of the other events.

Employ the Handicapped

In November 1983, President Reagan declared 1983 to 1992 as the National Decade of Disabled Persons.

Secretary Block noted that National Employ the Handicapped Week (NETH) provides an annual opportunity for USDA managers to rededicate themselves to making a conscientious effort to seek

qualified disabled persons to meet employment needs.

During the week, Secretary Block recognized 11 outstanding handicapped USDA employees, who received certificates of recognition. Among them was **David G. Perkins**, who was the Department's nominee for the 1984 Outstanding Handicapped Federal Employee of the Year Award, presented annually by the Office of Personnel Management. Perkins is an agricultural program specialist with the Agricultural Stabilization and Conservation Service in Athens, Ga.,

Other award recipients were **John F. Anderson**, plant protection and quarantine officer, Animal and Plant Health Inspection Service, San Ysidro, Calif.; **Vira O. Milbank**, technical information specialist, APHIS, Hyattsville, Md.; **Anna R. Hasinsky**, printing clerk, Food Safety and Inspection Service, Washington, D.C.; **Mark Alan King**, coding clerk, Forest Service, Portland, Ore.; **Elmer L. Lynn**, agricultural program specialist, ASCS, Springfield, Ill.; **Juriye Yokoyama**, distribution office clerk, Farmers Home Administration, Santa Rosa, Calif.; and FmHA employees, all in the St. Louis, Mo., office, **Cynthia M. Huddleston**, data transcriber; **John J. Ferrari**, cash clerk; **Mary C. Smith**, data transcriber; and **Carol J. Wall**, accounting technician.

Slight Gain in 1983

Peggy Leister, assistant manager for the handicapped placement program in the Office of Personnel, notes that over the past year, USDA employment figures show a slight increase in employment of handicapped persons, despite a decline in the total work force.

As of October 1983, of the Department's nearly 130,000 employees—including full-time, part-time, seasonal, and temporary workers—5,579 identified themselves as having some type of disability. That figure represents a gain of 2/10 of a percent of handicapped employees over the previous year. Leister noted that included in that increase was a gain in employment of people with "targeted" disabilities—for example, those who are completely deaf or blind, or who have missing extremities, or complete or partial paralysis.

Check Out the "Talent Bank"

Leister noted that NETH is also a good time to remind USDA managers in the Washington area about the "talent bank" maintained by the Office of Personnel. The bank lists handicapped individuals who are either seeking employment or career advancement in USDA and who represent a broad range of occupations—clerks, lawyers, scientists, economists, computer specialists,

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Inside—

Rural Electrification Administration Fact Sheet (insert)

Open Season Set on Health Benefits Plans (page 4)

(cont'd from page 1)

accountants, as well as disabled veterans. Field personnel offices maintain similar banks or applicant lists.

The talent bank is still woefully underutilized, said Leister, despite the fact that it offers definite advantages to managers seeking to fill vacancies.

"Handicapped candidates who are not employed with USDA and who are qualified for a particular position may be hired noncompetitively under special appointment authorities, rather than through the competitive examining process," Leister said.

That makes filling a position a lot simpler. All managers have to do to learn whether a qualified handicapped candidate exists is to call their agency's selective placement coordinator.

USDA Services to Handicapped

Leister noted that to comply with related Departmental regulations, USDA agencies make special efforts to ensure that handicapped persons have access to various assistance programs available to those who meet the qualifying criteria for programs.

For example, to make food assistance programs accessible to handicapped persons, the **Food and Nutrition Service** conducts home visits, mail-in applications, telephone interviews, and provides for home delivery of hot meals to housebound elderly persons as well as home delivery of commodities and use of authorized representatives.

The **Forest Service** conducts an ongoing program to remove architectural barriers from public recreational facilities. Currently, more than 600 campgrounds and picnic areas throughout the United States include various types of facilities for the handicapped, ranging from curb ramps and redesigned toilet facilities to specially designed nature trails and fishing docks.

Agencies are also making facilities more accessible to both handicapped employees and the public

through renovation, leasing accessible space when available, and with home visits for handicapped persons, particularly those in rural areas, unable to visit agency offices.

In February 1983 the Department entered into an interagency agreement with the President's Committee on Employment of the Handicapped to support expanded services to the rural handicapped.

The **Extension Service** was designated as the lead agency in implementing the agreement. The Research and Extension Subcommittee for the Rural Handicapped recently reported some accomplishments and projects underway. These include:

- Having rural concerns included in the 1984 national publication by the President's Committee on the Employment of the Handicapped in support of NETH.
- Designating **Dr. Ron Daly** as Extension's representative on a national advisory board of a research and demonstration project, "National Rural Independence Living Network."
- Finalizing the publication, "USDA Services for the Handicapped."
- Assessing the needs of the hearing impaired throughout USDA.

Shut Out, Again

For the second time in 3 years, USDA, as well as several other nonappropriated Federal agencies, was told to shut down business and order all but those employees deemed "excepted" to stop working and go home. Affected workers—the overwhelming majority—were told to leave by 1:00 p.m. on October 4.

In both cases (the first occurred in November 1981), President Reagan invoked the Anti-Deficiency Act, which says nonappropriated Federal agencies must cease operating.

However, hours later Congress passed a stop-gap measure, which provided the affected agencies operating funds until 6:00 p.m. Friday, October 5. Federal employees returned to work the next day. All employees who were told to leave were placed on administrative leave and will be paid for the hours they did not work.

Know the Rules of Fire Safety

During the next hour, it's likely that more than 300 destructive fires will rage somewhere in the Nation destroying more than \$300,000 worth of property, killing at least one person, and seriously injuring 34 others.

Rudy Wallace knows all about fire statistics and fire prevention. He's concerned that everyone else know about it, too.

A safety and health specialist with the Office of Finance and Management, Wallace notes that every year more than 12,000 people die, 300,000 are injured, and more than \$11 billion in property loss occurs as a result of more than 2 million fires in the home and

workplace. Among causes of accidental death in the United States, fires ranks third, behind motor vehicle accidents and falls.

October 7-13 marked the 62nd anniversary of the first Fire Prevention Week. The annual observance always falls in the week of October that includes the 9th to commemorate the "Great Chicago Fire" that claimed 250 lives and destroyed more than 2,150 acres of the city October 7-9, 1871.

"No one is immune to personal harm or property loss caused by fire," says Wallace. "But there are many measures—often very sim-

(cont'd on page 3)

Rural Electrification Administration

Responsibilities

The Rural Electrification Administration (REA) assists rural electric and telephone organizations in obtaining the financing required to provide electric and telephone service in rural areas and territories. Financing may include a loan from REA, an REA guarantee of a loan made by others, or REA approval of security arrangements that permit a borrower to obtain financing from other lenders without a guarantee. Statutory authority is provided by the Rural Electrification (RE) Act of 1936, as amended.

Programs

REA Loans: Made from the Rural Electrification and Telephone Revolving Fund in the U.S. Treasury, loans are generally made at 5 percent interest, as called for by statute. The fund, established in 1973 with a \$7.9 billion loan from the Treasury, is replenished by collections on outstanding and future REA loans; by borrowings from the Secretary of the Treasury; and by sales of beneficial ownership interests in borrowers' notes held in trust by the agency.

REA Loan Guarantees: REA may guarantee loans for borrowers that qualify for a direct loan under the RE Act, or the agency may guarantee a loan concurrently with a direct loan. Guaranteed loans may be made by any legally organized lending agency qualified to make, hold, and service loans. All REA policies and procedures apply to a guaranteed loan. In 1974, REA entered into an agreement with the Federal Financing Bank (FFB), located within the U.S. Treasury, for the FFB to purchase obligations guaranteed by REA. Because REA acts as an agent for the FFB, borrowers deal directly with REA.

Supplemental Financing: Borrowers who meet specified criteria are required to obtain part of their financing from non-REA sources. Supplemental financing is provided by the National

Rural Utilities Cooperative Financing Corporation, the Bank for Cooperatives, and other financial institutions.

Electric Program: REA makes loans to qualified borrowers with preference to nonprofit and cooperative associations and public bodies. The agency finances the construction and operation of electric generating plants and transmission and distribution lines to provide initial and continued electric service to rural areas.

Telephone Program: REA makes loans to provide the availability of adequate telephone service to the widest practicable number of rural users. About two-thirds of the borrowers are commercial companies and the remainder subscriber-owned cooperatives.

Rural Telephone Bank: Owned by the U.S. Government, the RTB is a supplemental source of financing outside of other REA loan programs. Interest rates are based primarily on two factors: The cost of loan funds from the U.S. Treasury, and a \$360 million equity investment by the Government in the Bank. Management is vested in a governor, the REA administrator, and a 13-member Board of Directors, which includes representatives from the Bank's stockholders, the general public, and Federal Government officials, appointed by the President.

Organization

REA is under the jurisdiction of the Under Secretary for Small and Rural Community Development, who also oversees the Farmers Home Administration, the Office of Rural Development Policy, and the Federal Crop Insurance Corporation. The agency is headed by an administrator and is divided into five areas: Northeast, Southeast, North Central, Southwest, and Western. While the area offices are headquartered in Washington, D.C., each has general field representatives across the country. Field accountants are assigned, also by States, to serve borrowers.

Information Contact

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Topics of Current Interest

Civil Rights Program: In April 1983, the REA administrator endorsed and sent to all REA-financed electric distribution systems a Basic 5-Point REA Civil Rights Development Program, with a goal of nationwide implementation in 1984. The program is voluntary and emphasizes strengthening civil rights and equal opportunity postures with the systems' organizations and memberships. The program was designed as a management tool in that each of the five points are people-oriented.

The five points are: (1) Make a bonafide effort to develop an effective cooperative education program with local educational institutions and provide upward mobility training of present employees, including minorities; (2) Develop an effective system for identifying members for whom a weatherization program would be

advantageous and for encouraging their participation; (3) Develop an effective members' information and involvement program that includes the minority community; (4) Develop and implement an effective equal opportunity program for increasing members' participation in activities of the cooperatives, such as on the nominating and annual meeting committees, and in employment opportunities at the cooperative; and (5) Develop an effective program for providing minority and female representation on the board of directors.

As of September 1984, 145 of the 933 electric distribution borrowers had adopted the program. Comparable civil rights development programs were also sent to rural telephone borrowers and to REA-financed telephone companies.

Rural Electrification Administration Facts

- Electric and telephone loans have been made to cooperatives, companies, and other public bodies in 46 States, Puerto Rico, and several islands in the Pacific.
- Electric borrowers total 1,106; telephone borrowers 1,038.
- More than \$57.5 billion has been loaned through both the electric and telephone programs.
- Electric loans—REA direct and guaranteed—total about \$50.5 billion. Telephone loans—REA direct and through the Rural Telephone Bank—total more than \$7 billion.
- Since the program began, loan losses, through foreclosure or failure, are less than \$45,000.
- Electric loans are serving nearly 12 million rural consumers; telephone loans serve about 5.3 million subscribers.
- Electric loans have provided about 2.1 million miles of line; telephone loans about 918,000 miles of line.
- In the last 20 years, REA-financed systems have helped to establish more than 700,000 new jobs through various outreach programs. In addition, the electric and telephone borrowers have assisted in creating or expanding more than 15,000 community and industry facilities.

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ple precautions—that people can take to significantly reduce the risks of fire.”

Minimal precautions in the home include:

- Keeping a well-maintained heating system.
- Never overloading electrical circuits.
- Storing flammable liquids in tightly fitting containers and keeping them away from all sources of heat including heaters, furnaces, and fireplaces.
- Keeping stairways free of obstructions.
- Keeping matches out of reach of children.
- Installing fire extinguishers, fire escapes or escape ladders, and most importantly, early-warning smoke detectors on each floor.
- Discussing and rehearsing with every member of the family steps to be taken during various kinds of fire emergencies.

Precautions people should take outside the home include noting upon entry to any building the locations of fire exits. In the workplace, people should report potential fire or other kinds of safety hazards to their supervisor or designated agency safety and health personnel.

Charitable Drive Kicks Off

USDA has the leading reins in this year's annual charitable drive, with Secretary Block serving as overall chairman of the Combined Federal Campaign (CFC) of the National Capital Area.

Backed up by team of hardworking USDA and other supporters, the Secretary is inspiring enthusiastic support throughout Government to help make this year's campaign another successful fundraiser to help millions of people in local communities and throughout the world.

For the Governmentwide campaign, the Secretary announced an



Part of USDA's observance of National Hispanic Heritage Week in September included a salute to the Hispanic entrepreneurial spirit and an opportunity for 20 Hispanic business firms to display their products and services in the USDA Administration Building in Washington, D.C. The event was designed to underscore the Department's commitment to increasing opportunities for small and disadvantaged business firms in USDA procurement activities. Pictured above at an exhibit featuring the Chronometrics Corporation are (l.-r.): Ray Lett, executive assistant to Secretary Block; Homer Guerra, president of Chronometrics Corporation, which designs and manufactures electronic hardware and software; Alma Esparza, director, USDA's Office of Equal Opportunity; Fernando Galaviz, Department of Transportation's Office of Small and Disadvantaged Business Utilization (OSDBU); Preston Davis, director of USDA's OSDBU; and an unidentified representative from Chronometrics.

overall goal of \$17.7 million for the National Capital Area.

USDA Goal

For USDA's campaign, which runs from October 15 to November 16, the Secretary announced a goal of nearly \$720,000, 10 percent over the amount raised last year. This year's goal represents an average donation of about \$70—or \$2.70 each pay period—per employee in the Washington area.

USDA and other Government field offices where 200 or more Federal employees are located also hold similar fund-raising campaigns, generally in the fall.

“USDA employees across the country have an outstanding history of participation in the CFC and similar campaigns,” said Sid All-

house, a U.S. Customs Service employee who is a participant in the CFC loaned executive program. Allhouse and **Ruby Gross**, an employee with the National Oceanic and Atmospheric Administration, are assisting with USDA's campaign. Both represent a cadre of specially trained executives who assist Federal agencies in conducting their annual drives.

John E. Ford, deputy assistant secretary for marketing and inspection services, is serving as special assistant to Block in the overall campaign. **Richard D. Siegel**, deputy assistant secretary for natural resources and environment, is the vice chairman for USDA's campaign.

Important Change

Allhouse noted that an important change in this year's drive permits employees to designate their contributions to go to *any* health and welfare agency in the Nation that qualifies for tax-free donations (under 26 U.S.C. 501(c)(3)). For Washington employees, that means that donations to domestic agencies are not restricted to the D.C. metropolitan area, but may be designated for any qualifying organization in the country.

Open Season Set

From November 5 through December 7, Federal employees and annuitants will have the opportunity to enroll in or change their coverage in the Federal Employees Health Benefits Program.

Open season permits employees to make changes in their participation in the program that ordinarily cannot be made during the rest of the year. During the 5-week period, employees can elect to enroll in the program, switch to another plan, or change their level of coverage.

The Office of Personnel Management noted that procedures have been simplified for certain employees and annuitants who, because of circumstances beyond their control, are late in making open season enrollment changes in their coverage.

Previously, late requests that were filed and accepted became effective later in the year. (Changes made during open season become effective the first day of the first pay period of the new calendar year). The recent change, however, permits eligible late filing employees to have a new enrollment or change effective as of early January.

Undesignated contributions by employees will go into the Principal Combined Fund Organization (the United Way in the National Capital Area) for distribution to CFC-supported agencies.

Consider Payroll Deduction

All donations may be made by payroll deduction. In fact, employees are encouraged to donate through payroll deduction, which allows them to spread payment of their pledges throughout the year. Many employees remark that smaller biweekly allotments are much easier for them to handle than a larger lump sum. Too, the method usually generates larger donations. All donations are tax deductible.

Why Have A CFC?

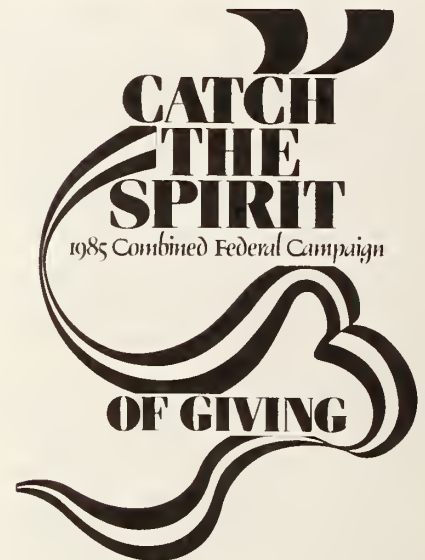
The idea for an annual CFC originated with Federal employees themselves in the early 1960's. Many were being solicited for contributions by a variety of charitable organizations year round and thought that a once-a-year drive that would include all of the soliciting agencies would be more practical.

Hence, the CFC was established by Executive Order in 1964 to

meet employees' wishes for a single campaign, to reduce government expense, and to permit payroll deduction for charitable contributions.

Today, the CFC is the only authorized on-the-job solicitation of Federal employees in the National Capital Area.

Employees are encouraged to discuss any questions or concerns they have about the CFC with their volunteer keyworker authorized to collect contributions in their division.



Energy Awareness Week

American Energy Awareness Week, a national event to be observed October 21-28, is designed to stimulate public dialogue and thinking about energy conservation and development of our energy resources and technologies.

In USDA, Secretary Block noted that the focus will be on maintaining a strong energy research and Extension program that will provide farmers with new and better alternatives for achieving energy efficient and cost effective production.

Since 1977, the Secretary said, farmers have increased farm output by 17 percent while reducing gasoline and diesel fuel use by 25 percent. Farmers achieved this by

adopting energy conserving practices, of which many were the result of USDA energy conservation efforts designed to help farmers cope with rising energy costs.

USDA agencies are planning a variety of events to support national attention on the week.

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